

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-01

☐ Other ☐ Amendment Number:Contract Number
EP-W-16-009

Contract Period 04/18/2016 To 04/17/2018

Title of Work Assignment/SF Site Name

TSCA Chemical Economic Support

Contractor
ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 04/18/2016 To 04/17/2017

Comments:

Initiate Option Period 1 for EPW16009 WA 2-01. LOE 7,508. Project Officer is Cynthia Bowie. New Period of Performance begins on April 18, 2017. Please provide work plan 15 days after receipt of work assignment.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2016 To 04/17/2018

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

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(Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

STATEMENT OF WORK
Contract EPW-16-009
Work Assignment 2-1

TITLE: TSCA New and Existing Chemical Economic Support

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LEVEL OF EFFORT

This LOE for this work assignment is 7,508 hours.

PURPOSE

Prepare economic studies to support the chemicals management program under the Toxic Substances Control Act (TSCA) including market studies and workplan chemical support, actions under Section 4, 5, 6, 8, 12, and 13 and Title VI of TSCA as well as certain work supporting activities relating to program chemicals (such as mercury), models, and infrastructure (such as test cost development and analysis), and actions under Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA). Some work will be short turnaround “quick start” tasks. This amendment adds hours to ongoing work under the specific tasks of the work assignment.

BACKGROUND

OPPT’s Economic and Policy Analysis Branch (EPAB) provides chemical market information and other economic analyses to support OPPT decision making under TSCA, EPCRA, and other authorities affecting toxic chemicals. “Existing chemicals” are those that have been added to the TSCA Inventory because they are in commercial production. “New chemicals” are, by definition, chemicals not on the TSCA Inventory. This work assignment is meant to cover EPAB work necessary to support OPPT and other risk evaluation and management of new and existing chemicals.

In 2012, the Agency initiated an Existing Chemicals Management Program that is expected to review identified Work Plan chemicals. Review may consist of activities including problem formulation, risk assessment, and potentially risk management under various sections of TSCA. While OPPT has moved away from an Action Plan process, work may remain on chemicals identified in Action Plans produced in the past. EPAB support on activities related to these chemicals is expected to be similar to support

provided on Work Plan Chemicals. As a follow on to the Work Plan Chemical review are related risk management actions which may include SNURs, voluntary efforts, or Section 6 regulatory actions. Actions are underway related to Trichloroethylene, Paint Removers, and 1-Bromopropane. These actions may require intensive economics work building on the work plan information.

OPPT also has ongoing and/or anticipated activities that support the Existing Chemical program including SNURs, test rules, support for information collection requests, and other economic support. Additionally, OPPT may find additional chemicals, for instance through TSCA's petition process, on which risk management or related activities pertaining to Section 4, 5, 6, 8, 12 and/or 13 are necessary as well as work on program chemicals, such as mercury. EPAB is also responsible for developing specialized economic assessments or studies such as laboratory capacity analyses; investigation of costs associated with removing the SNUR article exemption; and the development of information or tools to support economic analysis, such as the development of test cost estimates.

Under TSCA Title VI, EPA must promulgate regulations that implement formaldehyde emission standards for composite wood products. EPA is in the process of developing a final rule to implement TSCA Title VI.

Under TSCA Section 5, companies must submit a Premanufacture Notice (PMN) or Microbial Commercial Activity Notice (MCAN) prior to commercial production of a "new chemical." For new chemicals, OPPT may require economic studies to support reviews of PMN and biotechnology submissions, and Production Volume Trigger (PVT) calculations to support TSCA Section 5(e) Consent Orders. Under TSCA Section 5(h)(4), a chemical may be exempt from full new chemicals reporting if EPA determines that the chemical or microorganism will not present an unreasonable risk. For microorganisms that qualify, a Tier I exemption provides for EPA notification 10 days before commercial production, and a Tier II exemption requires an abbreviated submission 45 days prior to commercial production. For new chemicals that have undergone relatively recent PMN review, OPPT may require studies to support Significant New Use Rules (SNURs), which are referred to as "*Batch SNURs*."

Under EPCRA Section 313 EPA has the authority to revise the reporting requirements for the Toxics Release Inventory (TRI) program, including the chemicals subject to reporting, the industries that must report, the reporting thresholds, and the data elements that are reported.

In preparation for all activities, EPAB may develop fact sheets and market studies that include basic market data or other similar materials. EPAB may also participate in the development of procedures and processes to evaluate chemicals. Furthermore, EPAB may provide other economic support for activities, including economic analyses, support for information collection requests, data gathering, data interpretation, and data/results presentation.

EPAB initiated a number of activities under the various tasks in the work assignment and this amendment will be used to continue that work under the work assignment.

TASKS

Task 1. Work plan and monthly progress report.

(A) Submit a work plan describing tasks, approach, schedule, estimated direct labor hours by task and

labor level, budget with costs broken down by line item; and proposed staff names, hours, and project roles.

(B) Provide a table in the Monthly Progress Report with the information shown below:

Memo # and date	Date due	EPA technical Contact	Contractor lead staff	Topic	Hours		
					Allocated	Used this month	Cum used

Through technical direction, the WAM will identify topics to address, estimated hours for each topic, a deliverables due date, and background such as the names of EPA staff to contact for information.

(C) Some work may require access to TSCA Confidential Business Information. **The manager of this work assignment, as well as any staff working on reports that involve TSCA CBI, must be TSCA CBI cleared. They must also take supplementary CBI training designated by the EPA Project Officer. Reports based on information drawn from TSCA CBI documents must be submitted to EPA as TSCA CBI, even if the contractor believes they have excluded CBI from the report.** This is in addition to complying with all TSCA CBI requirements in the contract and in EPA's *TSCA CBI Protection Manual*.

Task 2. Quality Assurance Project Plan.

The contractor shall submit Quality Assurance Project Plan(s) (QAPP) in accordance with the Agency requirements for QAPPs (QA/R-5). Detailed information may be found at www.epa.gov/quality. The contractor shall update the QAPP as needed (and in any case, at least once a year). For QAPP revisions, the contractor shall provide a list summarizing changes from the prior approved QAPP.

The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following OPPT/EPA guideline. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained

QA Requirements: A Quality Assurance Project Plan (QAPP) is required. A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP.

Task 3. Market Profiles and Substitutes Assessment.

Prepare reports characterizing chemical markets, industry sectors, and substitutes and revise the reports in

response to WAM comments. The studies will typically be produced over a short period, although there may be some longer term reports focusing on particular uses or on particular market areas. Analyses may include both a comprehensive market analysis and an abbreviated summary to be used within the Agency's work plan for the chemical. EPA has initiated profiles for 10 chemicals. This task will continue, but not duplicate, that work.

To estimate work plan costs, assume EPA will continue work on ten market studies.

Task 4. Existing Chemical Significant New Use Rule (SNUR) Economic Analysis.

Prepare economic analyses for Significant New Use Rules for chemicals that have raised health or environmental concerns. The contractor may be required to perform the following steps:

- (a) Prepare SNUR Economic Analyses. If a similar prior SNUR economic analysis exists, use it as a starting point, revising as needed to reflect the new requirements and updated unit costs;
- (b) Prepare market data where needed -- typically, for SNURs covering older chemicals;
- (c) Estimate the costs and burden hours of performing health and environmental effects testing; and
- (d) Respond to EPA and public comments, and create revised reports.

The SNUR chemicals and report due dates will be identified by the WAM through technical direction.

To estimate work plan costs, assume EPA will continue work on one SNUR analyses for final rules on chemicals still in production and with defined significant New Uses, and one economic analysis for a "dead chemical" SNUR.

Task 5. TSCA Section 4 Test Rule/Testing Order Economic Analysis.

Prepare economic analyses to support rule making under TSCA Section 4 requiring submission of testing data. The contractor may be required to perform the following:

- (a) Prepare economic analysis of the costs and benefits of the rule;
- (b) Estimate costs and burden for required testing under TSCA Section 4; and
- (c) Respond to EPA and public comments, and create revised reports.

To estimate workplan costs, assume there will be one Section 4 analysis required for this WA.

Task 6. e-Reporting Rule Economic Analysis.

Prepare economic analyses to support rule makings addressing electronic reporting under TSCA.

To estimate work plan costs, assume there will be one analyses for proposed e-reporting rules required

for this WA.

Task 7. TSCA Section 6 Economic Analysis.

Prepare economic analyses to support rule making under TSCA Section 6.

To estimate work plan costs, assume there will be continued work on three sets of chemicals (response to comments, preparations for finalizing EAs) for this WA.

Task 8. TSCA Section 8 Rule Development and Support.

Prepare economic analyses to support rule making under TSCA Section 8.

To estimate work plan costs, assume there will be work on one Section 8(a) rule analysis and research into small business definitions but that there will not be any chemicals added to the master testing list or IUR petitions.

Task 9. Support for ICR Development and Renewal.

Prepare economic analyses to support Information Collection Requests (ICRs).

To estimate work plan costs, assume there will be one new ICR developed and one ICR renewal under this WA.

Task 10. Other Economic Support for Existing Chemical Work.

Prepare and/or analyze economic information to support existing chemical work, including preparation of presentations, analysis of economic information related to TSCA Section 21 petitions, and other activities.

To estimate work plan costs assume development of market information to support one Section 21 petition.

Task 11. Provide other support for program chemicals.

Work could include economic support on chemicals such as mercury, such as characterizing chemical markets and assessing economic issues related to environmental protection from mercury.

To estimate work plan costs, assume a report will be prepared on one program chemical under this WA.

Task 12. TSCA Title VI final rule Economic Analysis.

The contractor shall answer questions from the WAM about the data, assumptions, and modeling used in the existing draft of the economic analysis for the final rule. The contractor shall revise the draft economic analysis in order to incorporate changes to the data, assumptions, sensitivity analyses, or other analytical issues identified by the WAM. The WAM will provide any new exposure analyses or other new studies prepared by EPA that are needed as inputs to the economic analyses to be prepared under this

task. In addition to revising the economic analyses, the contractor shall revise the estimates of the paperwork burden associated with these requirements for the Information Collection Request supporting statement.

To estimate work plan costs, assume no work under this task.

Task 13. Support for models, tools, infrastructure, and special studies.

Prepare materials related to model development, use of models, various infrastructure materials such as test cost spreadsheets and databases and tracking systems, and special studies such as laboratory capacity studies.

To estimate the work plan costs, assume there will be no model, tool, or infrastructure development or special studies.

Task 14. New Chemicals economic support.

Prepare and/or analyze economic information to support new chemical work, including new chemical SNUR Economic Analysis; Biotech Exemption Rule economic analysis; and other new chemical economic support for PMNs, PVTs, and MCANs.

New Chemical Significant New Use Rule (SNUR) Economic Analysis: Prepare economic analyses for Significant New Use Rules for new chemicals that have raised health or environmental concerns. SNURs may be promulgated through an expedited rulemaking that covers several dozen chemicals that are relatively new and were the subject of PMNs. The contractor may be required to perform the following steps:

- (a) Prepare SNUR Economic Analyses. If a similar prior SNUR economic analysis exists, use it as a starting point, revising as needed to reflect the new requirements and updated unit costs;
- (b) Estimate the costs and burden hours of performing health and environmental effects testing;
- (c) Compare and analyze methods and data used in various SNUR EAs and other EPAB reports, such as the related Information Collection Requests (ICRs); and
- (d) Develop other new information, “how-to” guides, and other tools and methodologies for preparing SNUR EAs.

The SNUR chemicals and report due dates will be identified by the WAM through technical direction.

Biotech Exemption Rule: Prepare economic reports in support of rulemakings under TSCA 5(h)(4) to list specified intergeneric microorganisms as candidates for exemption from full new chemicals reporting under the Tier I and Tier II exemption regulations described in “Microbial Products of Biotechnology; Final Regulation Under the Toxic Substances Control Act; Final Rule,” Federal Register, April 11, 1997, Volume 62, pages 17910+.

Other New Chemicals support: Support preparation of economic reviews for MCANs, PMNs,

and other new chemicals submissions. Support preparation of PVTs for TSCA Section 5(e) Consent Orders. The specific MCANs, PMNs, and PVT tests will be identified by the WAM through technical direction.

To estimate the work plan costs, assume one MCAN, three PMN SNUR economic analyses covering 25 chemicals each, and one set of revisions to the existing draft of the biotech exemption rule EA in order to update the wage rates used in the analysis.

Task 15. TRI Rule Analyses.

Prepare economic analyses to support rule making activities related to the TRI program under EPCRA Section 313.

To estimate the work plan costs, assume one TRI listing petition and one delisting petition..

Task 16. Project Completion.

The contractor shall submit copies of relevant background information, data and analyses used in the model development and report preparation, including referenced articles, relevant pages from books and reports, survey questionnaires, trip reports, telephone conversations notes, correspondence, company product literature, electronic copies of final reports in MS Word, and electronic copies of spreadsheets, databases, and programs created under this work assignment. At the conclusion of this work assignment, the contractor shall give to EPA all books and reports purchased under this work assignment.

SCHEDULE OF DELIVERABLES

Task # & Deliverable	Due date
Task 1: Work plan	15 days after WA receipt
Task 2: QAPP	No later than 15 days after WP approval or no later than one year after the approval of the previous QAPP, whichever is later. Any additional QAPPs (revisions, etc.) shall be submitted no later than 20 days after the need for a new QAPP or revision is identified.
Task 3: Market Studies	Six weeks from receipt of technical direction unless otherwise specified in technical direction but no later than 4/17/2018
Task 4: SNUR economic analysis	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2018
Task 5: Test rule economic analysis	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2018
Task 6: e-Reporting rule analyses	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2018

Task 7: TSCA §6 economic analysis	Six weeks from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2018
Task 8: TSCA §8 economic analysis	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2018
Task 9: ICR Support	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2018
Task 10: Other economic support	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2018
Task 11: Provide other support for program chemicals	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2018
Task 12: TSCA Title VI economic analysis	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2018
Task 13: Support for models, tools, infrastructure, and special studies.	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2018
Task 14: New chemicals economic support	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2018
Task 15: TRI rule analyses	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2018
Task 16: Project completion	No later than 4/17/2018, or as otherwise specified in Technical Direction. It is expected that reference materials supporting any particular task will be due no later than the conclusion of that task

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-01

☐ Other ☒ Amendment Number:

000001

Contract Number
EP-W-16-009

Contract Period 04/18/2017 To 04/17/2018

Title of Work Assignment/SF Site Name

TSCA Chemical Economic Support

Contractor
ABT ASSOCIATES INC.

Spr Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

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Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 04/18/2017 To 04/17/2018

Comments:

This amendment corrects the period of performance.

Initiate Option Period 1 for EPW16009 WA 2-01. LOE 7,508. Project Officer is Cynthia Bowie. New Period

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2017 To 04/17/2018

Cost/Fee:

LOE: 0

This Action:

0

Total:

0

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-02

☐ Other ☐ Amendment Number:Contract Number
EP-W-16-009

Contract Period 04/18/2016 To 04/17/2018

Title of Work Assignment/SF Site Name

Green Chemistry

Contractor
ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 04/18/2016 To 04/17/2017

Comments:

Initiate New Period of Performance that begins on April 18, 2017 with base LOE of 1200 hours. Contractor should submit a workplan after 15 days of receipt of the work assignment. Also adding Robert Meyers as the Alt COR



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2016 To 04/17/2018

Cost/Fee:

LOE: 0

This Action:

0

Total:

0

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

STATEMENT OF WORK

EP-W-16-009 Work Assignment Number: #1-02

TITLE: Green Chemistry

WORK ASSIGNMENT MANAGER: Bethany Drake, Physical Scientist Industrial Chemistry Branch Chemistry, Economics, and Sustainable Strategies Division Tel: (202) 564-8803; Fax: (202) 564-8679 Email: drake.bethany@epa.gov	ALTERNATE WAM Robert (RJ) Meyers, Environmental Protection Specialist Industrial Chemistry Branch Chemistry, Economics, and Sustainable Strategies Division Tel: (202) 343-9923; Fax: (202) 564-8679 Email: Meyers.Robert@epa.gov
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Purpose and Background

Contractual support is required for the annual Presidential Green Chemistry Challenge Program and for the broader Green Chemistry Program. Activities include outreach, data work, and website work.

Green Chemistry includes the design, manufacture, and use of chemical products and processes that reduce or eliminate the use or generation of hazardous substances. The goal of EPA's Green Chemistry Program is to foster the research, development, and implementation of innovative chemical technologies that accomplish pollution prevention in a scientifically sound, cost-effective manner.

The present work assignment continues efforts started in 1997, most recently under 7-03. During this assignment, the Contractor shall not duplicate any work performed under previous work assignments or contracts.

LOE Hours Limitation:

The total LOE limit for this WA is **1,200 hours**. However, the contractor shall not use more than **1,200 hours** except as authorized by the Project Officer (PO COR) through written technical direction. The PO may fax or email this technical direction.

The tasks below describe the work required to complete the project. However, the hours initially approved on this WA may be insufficient to complete all of the tasks. More hours may be added later through WA amendments. In preparing the workplan, please allow adequate hours for the first phase of work and note in the workplan where more hours would be needed to complete a task.

Quality Assurance (QA) and Data Requirements:

A Quality Assurance Project Plan (QAPP) is required. A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP.

Requirements with Respect to Data

The Rights in Data – Special Works Clause, 52.227-17, applies to this work assignment for both technical data and software rights.

TASKS:

Task 1 – Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer (CO). The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The work assignment contracting officer's representative (WA COR), the project officer (PO), and the CO will review the workplan. However, only the CO can approve/disapprove, suggest revisions, or change the workplan. Official revisions will be given to the contractor by the Contracting Officer. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

The Contractor is currently storing outreach publications, booth panels, and other materials for EPA at its facilities under the current Contract. The workplan shall include a brief list of these items.

Task 2 – Prepare a Quality Assurance Project Plan (QAPP)

The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following OPPT/EPA guideline. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained

Task 3 – Green Chemistry Events and Marketing

The Contractor shall provide support to EPA's efforts to participate in, develop materials for, and conduct green chemistry events. In all tasks, the Contractor personnel shall introduce themselves as representing their own firm under contract to EPA. Specifically, the Contractor shall be responsible for the following activities:

- a. The Contractor shall send the booth and materials and shall staff the booth at the American Chemical Society (ACS) national meetings in Washington, DC in August 2017 and New Orleans, LA in March 2018; and the ACS Green Chemistry and Engineering Conference in June 2017 in Reston, VA. The WAM may identify additional conferences for which the Contractor shall make rental reservations or to which the Contractor is to send and staff the booth. For purposes of the work plan, the Contractor may assume that ACS national meetings will require two staff members and any other meetings will require one staff member. The Contractor shall assume that the WAM will identify two to four other conferences that require travel as well as staffing by one person.
- b. The Contractor shall make rental reservations and payments for booth space at designated conferences. The Contractor shall arrange for the transport of the green chemistry challenge booth, artwork case containing updated panels for the booth, informational materials, samples of Award-winning products, and other needed supplies and equipment to event sites. The Contractor shall store all of these items between green chemistry events. Should the artwork case be damaged or lost during shipping, use, or storage, the Contractor shall arrange for repairs or replacement at its expense. The case is the property of the Contractor. The Contractor shall send materials to participants in green chemistry events and the green chemistry program in general.
- c. When requested by the WA COR, the contractor shall provide assistance to promote the Green Chemistry Program, including the Presidential Green Chemistry Challenge, to members of industry, academia, and perhaps the general public. The goals are to increase the visibility of the program and increase the number of quality nominations for the Presidential Green Chemistry Challenge Awards.

Task 4 – Support for 2017 and 2018 Presidential Green Chemistry Challenge Awards Programs

EPA anticipates presenting the 2017 Awards in June 2017, in conjunction with the Green Chemistry and Engineering Conference in Washington, DC. EPA plans to receive nominations for the 2018 Awards in December 2017 and anticipates presenting the awards in June 2018. The Contractor shall perform the following tasks:

- a. The Contractor shall compile and maintain tracking information from the award nominations in a database that EPA uses to provide information for judges and to mail letters to submitters of nominations. The Contractor shall attend meetings at EPA to gather information for the

tracking database during EPA's weekly nomination discussion meetings in January 2018. If requested by the WAM, the Contractor shall expand the database to contain additional fields and records pertaining to the Green Chemistry Program.

- b. The Contractor shall assist EPA in vetting proposed winners for the Challenge by performing searches of enforcement databases.
- c. If requested by the WAM, the Contractor shall make any necessary updates or changes to the electronic RSVP system it developed previously.
- d. The Contractor shall provide technical conference services for the Presidential Green Chemistry Challenge Awards ceremony to the extent that they are required by EPA. Conference services may include: preparing information packages for winners and other participants and providing summaries and other logistical information from past events.

Conference services exclude services such as arranging for lodging and transportation to and from the event; assisting EPA with reserving a facility; acquiring or otherwise assisting EPA with purchase requests for supplies and material; and assisting EPA in securing key participants

- e. The Contractor shall provide one or more replacement booth panels, if needed, to keep the information current. The Contractor may assume that two booth panels will be required during this work assignment.
- f. The Contractor shall produce outreach documents and other items to support Presidential Green Chemistry Challenge program activities. These documents may include short, simplified summaries and lengthier descriptions of the Presidential Green Chemistry Challenge Program as well as technical information associated with the program. They may also include graphic designs. These documents shall be prepared in a manner compatible with the appropriate statutory requirements, executive orders, and EPA guidelines. The Contractor shall edit and format the documents. The Contractor shall deliver the documents to the WAM in electronic files (or other formats if requested by the WAM). Documents may include, but are not be limited to, Presidential Green Chemistry Awards Ceremony documents (e.g., program covers, certificates, and summaries of winning technologies), informational brochures and fact sheets, posters, and summaries of green chemistry technologies and the Green Chemistry Program. The Contractor shall revise draft documents to incorporate the WAM's comments.
- g. For purposes of the workplan, the Contractor shall assume that it will prepare or complete preparing the following documents: the 2018 nomination package (pub. date: June 2017 or earlier), the 2016 Summary Document (pub. date: October 2016), and the 1996-2016 Winners Brochure (pub. date: July 2016).
- h. The Contractor shall host photo galleries of previous Challenge Award Ceremonies and

winners (including the 2017 ceremony) on its website.

Task 5 – Website

The Contractor shall assist the WA COR by developing and maintaining the One EPA Green Chemistry Program internet site in Drupal. The Contractor shall add features in areas of green chemistry to increase the usefulness of the site to the public. One such feature is a web-based database of nominated and award-winning technologies. The technical information needed for this task will be provided by the WA COR working with the Editor in Chief for the OneEPA site.

The site for the Green Chemistry Program shall conform to all appropriate statutory requirements, executive orders, and EPA guidelines. Deliverables shall comply with Section 508, where applicable. As directed by the WA COR, the Contractor shall work with EPA staff or contractors in charge of EPA's internet site, so that the Contractor's services will complement, not duplicate, any provided by others.

Task 6 –Databases and Metrics for Presidential Green Chemistry Challenge Nominations

The Contractor shall continue to design and develop a web-based database of nominated technologies that might replace some of EPA's current green chemistry tools. The WAM may also request that the Contractor export, compile, and QC data from existing databases. The Contractor may assume that this project will be part of the initial 1,200 hours allowed for this work assignment.

Following technical direction from the WA COR, the Contractor shall extract metrics and other critical data from nominations and enter them into the "matrix" (database) of information from Presidential Green Chemistry Challenge Award nominations. The Contractor shall notify the WA COR weekly by email, including the names of the nominations for which the Contractor entered data into the matrix and any questions or difficulties with specific nominations or with the data entry process in general. If requested by the WAM, the Contractor shall extract data from the matrix database. An example would be to identify all nominations related to a particular industry or technology. The Contractor shall assume that work in this paragraph will be part of the initial 1,200 hours.

Task 7 – Project Completion

The Contractor shall submit copies of relevant background information, data and analyses used in report preparation, including Presidential Green Chemistry Challenge nominations, referenced articles, relevant pages from books and reports, survey questionnaires, trip reports, telephone conversation notes, correspondence, company product literature, electronic copies of final reports in Microsoft Word or other format, as requested by the WAM, and electronic copies of spreadsheets, databases, graphics, and programs created under this work assignment. At the conclusion of this work assignment, the Contractor shall give to EPA all books, journals, periodicals, and reports purchased under this work assignment. Upon request of the Work Assignment Manager, the Contractor shall return all government-furnished property to EPA.

DELIVERABLES:

The Contractor shall meet the following schedule (except as modified by technical directives):

Task/Deliverable	Due Date
1. Workplan	15 days after WA received
List of contractor-stored materials	15 days after WA received
2. Revised QA Project Plan	Prior to beginning work under Task 7
3. Events: booth reservations and attendance	As required by event sponsors
Transport of booth/materials to and from conference site	In time for set-up and break-down as specified for each conference
Mailings of documents	2 weeks after request
4. Nominations database	1 week after receipt of final information for the database
Search for vetting winners	2 weeks after WA COR request
Revisions to RSVP system	1 week after request
Replacement booth panels	1 week before winner announcement
Outreach support documents (draft)	10 days after request
Outreach support documents (final)	1 week after comments
5. Website	
Revisions and updates	2 days after request
New features including database	1 week after request
6. Databases and Metrics	
Database development	1 month after request
Metrics entries	1 month after request
Notify WA COR of completed entries	Weekly
Spreadsheet showing data entered	Within three days of request
Copy of matrix database	Within three days of request
7. Documentation	September 30, 2018

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-02

☐ Other ☒ Amendment Number:
000001Contract Number
EP-W-16-009

Contract Period 04/18/2017 To 04/17/2018

Title of Work Assignment/SF Site Name

Green Chemistry

Contractor
ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 04/18/2017 To 04/17/2018

Comments:

This amendments corrects the period of performance and contains a revised statement of work.

Initiate New Period of Performance that begins on April 18, 2017 with base LOE of 1200 hours. Contractor

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2017 To 04/17/2018

Cost/Fee:

LOE: 0

This Action:

0

Total:

0

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-03

☐ Other ☐ Amendment Number:Contract Number
EP-W-16-009

Contract Period 04/18/2016 To 04/17/2018

Title of Work Assignment/SF Site Name

Base Option Period Number 1

DfE Safer Choice - OECD

Contractor
ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 04/18/2016 To 04/17/2017

Comments:

Initiate work assignment for the new period of performance that begins on April 18, 2017. The new LOE will be 2675. The contractor shall submit a work plan within 15 days of receipt of the work assignment.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO

(Max 2)



Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

04/18/2016 To 04/17/2018

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

WORK ASSIGNMENT

Title: Safer Choice Program Outreach, Alternatives Assessments, New Product Sectors, and OECD Workgroup Support

Contract No.:	SOL-DC-13-00023	
Work Assignment Number:	2-3	
Period of Performance:	4/18/2017 to 4/17/2018	
Estimated Level of Effort:	2675 hours	
Project Officer:	Cynthia Bowie	202/564-7726
Work Assignment Manager (WAM):	Bridget Williams	202/564-8558
Alternate Work Assignment Manager (Alt WAM):	Linda Rutsch	202/343-9924

Background and Purpose:

EPA Office of Pollution Prevention & Toxics' (OPPT) Design for Environment (DfE) Program is a cooperative, voluntary program that works with industry members and other partners to promote pollution prevention and the use of safer chemicals, processes, and technologies. The DfE Program assists industry in making informed, environmentally responsible choices by providing technical information on risk, performance, and cost, and by providing standardized analytical tools for industry application. This work assignment pertains to DfE and Safer Choice Program Outreach.

The Safer Choice Program encourages companies to formulate products that are effective and safer for human health and the environment. Currently, Safer Choice labels more than 2,000 products made by almost 500 companies. More information on the Safer Choice Program is available on the DfE website at www.epa.gov/saferchoice.

DfE and Safer Choice Program Outreach is critical to furthering the mission of EPA to protect human health and the environment. Outreach, testing, and support are needed to improve the general public's knowledge of the Safer Choice label, and to increase the use of safer products. This work will involve:

- Developing outreach strategies, materials, and market/consumer testing;
- Implementing and coordinating outreach strategies with internal and external stakeholders;
- Providing logistical support for DfE and Safer Choice awards programs (e.g., Safer Choice Partner of the Year Awards, DfE Safer Detergent Stewardship Initiative (SDSI), other initiatives as needs and priorities are identified);
- Providing logistical support for stakeholder meetings;
- Responding to program inquiries; and
- Tracking outreach activities.

In addition to the Safer Choice Program Outreach activities, this work assignment also supports scoping activities for new Safer Choice product sectors, DfE's involvement in risk management activities, including Alternatives Assessments and Life-Cycle Assessments, for OPPT Workplan chemicals, and international alternatives assessment work with the Organization for Economic Cooperation and Development (OECD).

The schedule and tasks are described below.

Tasks 2-8 provide a description of this project, specific deliverables and their schedule. The contractor shall attend meetings and prepare draft and final work products. EPA will provide input and review.

Tasks and Deliverables:

The WAM will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WAM's comments.

Section 508 compliance requirements. All deliverables shall be in compliance with Section 508, Accessibility Standards of the Rehabilitation Act, of 1973 and Amendments of 1998. When preparing deliverables, the contractor shall refer to the most recent version of the 508 Standards at: <http://www.access-board.gov/sec508/guide/>.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities including, but not limited to, actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan

The contractor shall prepare a work plan which outlines, describes and includes the technical approach, resources, timeline and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Task 2 – Quality Assurance Project Plan (QAPP)

The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following OPPT/EPA guideline. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained

QA Requirements: A Quality Assurance Project Plan (QAPP) is required. A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that

involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP.

The contractor shall provide a QAPP(s) for the tasks in this work assignment within one month of workplan approval.

Task 3 - DfE & Safer Choice Program Outreach [Contract SOW, Task 2]

OPPT's DfE program and initiatives encourage businesses to voluntarily incorporate environmental considerations into the design of their products, processes, and management systems. To achieve this goal, DfE relies on outreach activities and information dissemination to industry participants and the public, EPA Regions, federal government laboratories, and state and local governments. Market study and consumer testing will help determine needs for better outreach.

EPA allows products that meet the Safer Choice Standard to carry the Safer Choice label. This label enables consumers to quickly identify and choose products that can help protect the environment and are safer for them and their families. Product manufacturers who become Safer Choice Partners have earned the right to display the Safer Choice label on qualifying products. The Safer Choice Standard comprises the requirements products and their ingredients must meet to earn the Safer Choice label.

To help product manufacturers design and produce safer products, DfE created the Safer Chemical Ingredients List (SCIL). SCIL contains chemicals that meet the criteria of the Safer Choice Program. This list of safer chemical ingredients is arranged by functional-use class and assists product manufacturers in identifying chemicals that the Safer Choice Program has already evaluated and identified as safer.

The Safer Choice Program has recognized thousands of safer products and hundreds of safer chemical ingredients. As the program grows, communications and outreach are important for giving a clear message about the program objectives

Task 3.1: General Outreach for DfE and the Safer Choice Program

The contractor shall prepare outreach materials for the Safer Choice Program, under direction from the WAM including, but not limited to:

- outreach strategies,
- communications plans,
- and outreach materials: including, but not limited to: presentations, factsheets, meeting/conference/tradeshows materials, graphics, and materials relating to existing/new product sectors;

The contractor shall implement and coordinate outreach strategies with internal and external stakeholders; provide logistical support for and/or attend meetings/conferences/tradeshows; respond to program inquiries; track outreach activities; and prepare drafts of materials such as notes and follow-up

documents.

Task 3.2: Safer Choice Market and Consumer Testing

The contractor shall develop market/consumer testing; Changes to the approach may be directed by the WAM.

As directed by the WAM, The contractor shall support compilation of information and communications for existing chemicals work that is related to OPPT efforts on Workplan chemicals, Action plan chemicals, Safer Choice labeling, or the intersection of these and(or) other OPPT activities in which DfE is engaged.

Task 4: Safer Choice Awards Programs / DfE Initiatives & Events [Contract SOW, Task 2]

The contractor shall provide logistical support for DfE and Safer Choice awards programs (e.g., Safer Choice Partner of the Year Awards, DfE Safer Detergent Stewardship Initiative (SDSI), other initiatives and events as needs and priorities are identified);

The contractor shall provide support in staging the Safer Choice Partner of the Year Awards in 2016. Support activities shall include:

1. Creating webpages for announcing the award program and award applications,
2. Drafting news releases and other communications related to the awards,
3. Providing support for processing award applications,
4. Provide support for compliance screening of award winners,
5. Provide support in procuring appropriate awards ceremony venue, awards materials, and other materials related to the awards program, and
6. Provide meeting support for the awards ceremony and surrounding events.

The contractor shall accept and verify applications submitted by organizations for DfE's SDSI.

Task 5: Safer Choice Website Support [Contract SOW, Task 3.3]

The contractor shall provide technical support for the Safer Choice Drupal-based website (www.epa.gov/saferchoice) including development of web pages and tools, maintenance, editing, and trouble shooting.

Task 6: Support the DfE Alternatives Assessment Program and TSCA Work Plan Chemicals [Contract SOW, Tasks 1.2, 1.3, and 2.1]

DfE Alternatives Assessments (AAs) may be undertaken through multi-stakeholder partnership projects. Some assessments are done in a tailored fashion, when general information on alternatives has already been gathered and researched.

General tasks for alternatives assessments include:

- Research background information on substitutes and uses;
- Provide information to support options and scoping of assessments;
- Draft chapters for the reports;
- Develop responses to comments after public comment period; and
- Update and finalize reports.

In addition, support may be needed for stakeholder meetings, note-taking during conference calls and meetings, managing distribution lists, and developing and managing partnership materials.

Task 6.1 -- Support Activities for TSCA Workplan Chemicals

The Contractor shall support DfE projects related to the TSCA Workplan chemicals (<http://www.epa.gov/oppt/existingchemicals/pubs/workplan.html>), including problem formulation and risk management approaches. DfE may initiate or support alternatives assessments to help evaluate the relative hazards and chemical fate of substitutes for certain Workplan chemicals. Activities related to problem formulation and risk management approaches are likely to include literature and internet searching and review, market analysis (identifying trends in use, researching the value of alternatives assessment reports in different stakeholder sectors, and identifying needs for adapting outreach and communication of alternatives assessment results), summarizing relevant information, developing scoping documents, developing web pages, consultation with stakeholders, and critical discussion with DfE staff.

For purposes of cost estimation, the Contractor shall assume they will attend meetings or calls two times a month, and prepare brief reports for each project, in addition to performing other tasks directed by the WAM, such as phone and email communications with stakeholders, researching small topics, and summarizing relevant information.

Task 6.2 – Support DfE Life-Cycle Assessments and Completed DfE Alternatives Assessments

The Contractor shall provide technical and communications support, as needed, for completed DfE life-cycle assessment (LCA) studies, including the DfE/ORD Li-ion Batteries and Nanotechnology life-cycle assessment study, and for all completed DfE Alternatives Assessments. The Contractor shall also provide, if requested, support for conducting screening-level LCAs on new product categories, specific chemical ingredients, or other products or services, as described by the WAM.

Task 7: Conduct Scoping for New Safer Choice Product Categories [Contract SOW, Task 2.1]

The Contractor shall support efforts to open new functional use categories and new product classes in the Safer Choice Program. The Contractor will support technical research and stakeholder outreach for evaluating new sectors and identifying safer chemicals, including reviewing existing literature for life-cycle considerations, formulations, uses and applications, environmental impacts, fate and exposure pathways, marketing information, regulations, patents, novel green chemical design and other relevant information. The Contractor shall analyze the information as it relates to establishing a new product category, and understanding a specific product type and associated functional uses for the Safer Choice program. The Contractor may be asked to identify experts in different product categories from industry,

academia, government and other organizations in the background research. Examples of new product categories include personal care products, textile cleaning tools, pet products, childrens art supplies, and 'do-it-yourself' craft supplies. Examples of specific products include shampoo, nail polish, cleaning cloths, finger paint, and craft adhesives. Examples of specific functional use chemicals include nail hardeners, pigments, plasticizers and polymers. The Contractor may be asked to evaluate products submitted for Safer Choice evaluation. This shall include providing information on whole product characteristics, such as packaging and pH, and evaluations and research of chemical hazard endpoints, such as human health and environmental fate and toxicity related to application of the Safer Choice standard.

The Contractor is encouraged to propose product categories with potential for impact from Safer Choice labeling by encouragement of safer substitution. For purposes of cost estimation, at least four new product category investigations can be assumed to be tasked in the calendar year. The Contractor shall develop a scoping report for each new product sector, as directed by the WAM.

Task 8: Support Activities of OECD Ad Hoc Group on Substitution of Harmful Chemicals [Contract SOW, Task 2.1]

The Contractor will support activities of the OECD Ad Hoc Group on Substitution of Harmful Chemicals, including updating and maintaining the OECD Substitution and Alternatives Assessment Toolbox. The Contractor shall also support other activities of the Workgroup already approved at the May 2015 Expert Workshop on Alternatives Assessment, as directed by the WAM, which could include research, literature reviews, presentations, and reports related to alternatives assessments and substitution methods and practices. The Contractor will also provide support for Ad Hoc Group and subgroup conference calls and meetings, as requested.

Task 9: Provide Documentation [Contract SOW, Task 2.1]

The Contractor shall submit copies of all background information, data and analyses used in the preparation of the case studies, telephone conversation notes, correspondence, company product literature, disk copies of final case studies in Word, and disk copies of spreadsheets, databases, graphics, and programs created under this work assignment.

Deliverables and schedule under Tasks 3 - 8

In addition to the specific tasks summarized in Table 1, other deliverables and schedule in support of this task will be provided by the WAM in written technical direction.

Table 1: SCHEDULE FOR DELIVERABLES:

The contractor shall provide the following specific deliverables to the EPA WA COR:

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
TASK 3: Outreach for DfE and the Safer Choice Program			
Task 3.1:	<p>Materials for Safer Choice Outreach</p> <ul style="list-style-type: none"> • 1 toolkit for Partners/Stakeholders • 4 sets of notes from outreach calls with product manufacturers • 1 plan for product manufacturers to highlight Safer Choice partnership • 1 plan for retailer to highlight Safer Choice partnership • 1 plan for outreach to environmental and health bloggers, to include developing talking points about the Safer Choice program for a broad audience • Multiple fact sheets for varied audiences • Up to 25 stock posts for Facebook account • Monitor internet for safer product issues and offer Safer Choice solutions, draft language to be developed • Develop outreach materials as needed such as Safer Choice partner maps 	1 draft document or draft web page per instance	<p>Meeting or teleconference to refine requirements: 5 days after WAM approval</p> <p>Draft : per direction from WAM</p> <p>Final: per direction from WAM</p>

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
Task 3.2: Market & Consumer Testing	Developing materials to support and conduct consumer testing of the Safer Choice label and/or market research	Strategy document, script/questionnaire.	Once per year and/or as directed by WAM
Task 4: Safer Choice Awards Programs / DfE Initiatives & Events			
	<ul style="list-style-type: none"> • Create webpage and draft awards program communications • Process awards applications and support compliance screening of award winners • Procure awards ceremony venue, awards materials, and other materials related to the Awards Program • Provide logistical support for Awards Program and associated activities on day of awards. 	As directed by WAM	As directed by WAM
Task 5: Safer Choice Website Support			
	<ul style="list-style-type: none"> • Website maintenance as needed • Up to 50 draft web page updates, including for SCIL and the Safer Choice product page • Webtool development (e.g., 1-5 widgets, Safer Choice Community, media pages, Safer Choice Partner Map) 	As directed by WAM	As directed by WAM

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
Task 6: Support the DfE Alternatives Assessment Program and TSCA Work Plan Chemicals			
Task 6.1: Support for Work Plan Chemicals	Develop information summaries for relevant Work Plan chemicals	Up to 18 reports	14 days after receiving technical direction
Task 6.2: DfE Life-Cycle Assessments	Respond to LCA inquiries, and conduct screening-level LCAs	To be determined	As directed by WAM
Task 7: Conduct Scoping for New Safer Choice Product Categories			
	Research findings and evaluations for product level information and evaluation	4 new product categories	As directed by WAM
Task 8: Support Activities of OECD Ad Hoc Group on Substitution of Harmful Chemicals			
	Update and maintain SAAT, and support workgroup activities	To be determined	As directed by WAM

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 2-03								
Contract Number EP-W-16-009		Contract Period 04/18/2017 To 04/17/2018 Base Option Period Number 1								
Contractor ABT ASSOCIATES INC.		Title of Work Assignment/SF Site Name DfE Safer Choice OECD								
Purpose: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Work Assignment <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Work Plan Approval </div> <div> <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Incremental Funding </div> </div>		Period of Performance From 04/18/2017 To 04/17/2018								
Comments: The purpose of this amendment is to correct the period of performance. Initiate work assignment for the new period of performance that begins on April 18, 2017. The new LOE will										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
04/18/2017 To 04/17/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee				LOE:				
Cumulative Approved:		Cost/Fee				LOE:				
Work Assignment Manager Name Cynthia Bowie						Branch/Mail Code:				
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number: 202-564-7726				
						FAX Number:				
Project Officer Name Cynthia Bowie						Branch/Mail Code:				
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number: 202-564-7726				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number:				
						FAX Number:				
Contracting Official Name Jody Gosnell						Branch/Mail Code:				
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Phone Number: 202-564-4353				
						FAX Number:				

EPA United States Environmental Protection Agency Washington, DC 20460									
Work Assignment Number 2-03									
<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002									
Contract Number EP-W-16-009		Contract Period 04/18/2017 To 04/17/2018		Title of Work Assignment/SF Site Name 					
Base _____ Option Period Number 1		Safer Choice Alt Assessment							
Contractor ABT ASSOCIATES INC.			Specify Section and paragraph of Contract SOW						
Purpose:	<input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 04/18/2017 To 04/17/2018						
Comments: The purpose of this amendment is to increase the LOE by 225 bringing the total LOE to 2900. The Contractor shall provide a workplan within 30 days of receipt of this amendment.									
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund									
SFO (Max 2)	Note: To report additional accounting and appropriations date use EPA Form 1900-69A								
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period: 04/18/2017 To 04/17/2018		Cost/Fee:		LOE: 0					
This Action:				0					
Total:					0				
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:		Cost/Fee		LOE:					
Cumulative Approved:			Cost/Fee		LOE:				
Work Assignment Manager Name Bridget Williams				Branch/Mail Code:					
(Signature) _____				Phone Number: 202-564-8558					
(Date) _____				FAX Number:					
Project Officer Name Cynthia Bowie				Branch/Mail Code:					
(Signature) _____				Phone Number: 202-564-7726					
(Date) _____				FAX Number:					
Other Agency Official Name				Branch/Mail Code:					
(Signature) _____				Phone Number:					
(Date) _____				FAX Number:					
Contracting Official Name Jody Gosnell				Branch/Mail Code:					
(Signature) _____				Phone Number: 202-564-4353					
(Date) _____				FAX Number:					

WORK ASSIGNMENT
Abt – EPW16009

Title: Safer Choice Program Outreach, Alternatives Assessments, New Product Sectors, and OECD Workgroup Support

Contract No.:	EPW16009	
Work Assignment Number:	2-3	
Period of Performance:	4/18/2017 to 4/17/2018	
Estimated Level of Effort:	2900 hours	
Project Officer:	Cynthia Bowie	202/564-7726
Work Assignment Manager (WAM):	Bridget Williams	202/564-8558
Alternate Work Assignment Manager (Alt WAM):	Linda Rutsch	202/343-9924

Background and Purpose:

The purpose of this modification is to update the language in Task 6.

EPA Office of Pollution Prevention & Toxics' (OPPT) Design for Environment (DfE) Program is a cooperative, voluntary program that works with industry members and other partners to promote pollution prevention and the use of safer chemicals, processes, and technologies. The DfE Program assists industry in making informed, environmentally responsible choices by providing technical information on risk, performance, and cost, and by providing standardized analytical tools for industry application. This work assignment pertains to DfE and Safer Choice Program Outreach.

The Safer Choice Program encourages companies to formulate products that are effective and safer for human health and the environment. Currently, Safer Choice labels more than 2,000 products made by almost 500 companies. More information on the Safer Choice Program is available on the DfE website at www.epa.gov/saferchoice.

DfE and Safer Choice Program Outreach is critical to furthering the mission of EPA to protect human health and the environment. Outreach, testing, and support are needed to improve the general public's knowledge of the Safer Choice label, and to increase the use of safer products. This work will involve:

- Developing outreach strategies, materials, and market/consumer testing;
- Implementing and coordinating outreach strategies with internal and external stakeholders;
- Providing logistical support for DfE and Safer Choice awards programs (e.g., Safer Choice Partner of the Year Awards, DfE Safer Detergent Stewardship Initiative (SDSI), other initiatives as needs and priorities are identified);
- Providing logistical support for stakeholder meetings;
- Responding to program inquiries; and

- Tracking outreach activities.

In addition to the Safer Choice Program Outreach activities, this work assignment also supports scoping activities for new Safer Choice product sectors, DfE's involvement in risk management activities, including Alternatives Assessments and Life-Cycle Assessments, for OPPT Workplan chemicals, and international alternatives assessment work with the Organization for Economic Cooperation and Development (OECD).

The schedule and tasks are described below.

Tasks 2-8 provide a description of this project, specific deliverables and their schedule. The contractor shall attend meetings and prepare draft and final work products. EPA will provide input and review.

Tasks and Deliverables:

The WAM will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WAM's comments.

Section 508 compliance requirements. All deliverables shall be in compliance with Section 508, Accessibility Standards of the Rehabilitation Act, of 1973 and Amendments of 1998. When preparing deliverables, the contractor shall refer to the most recent version of the 508 Standards at: <http://www.access-board.gov/sec508/guide/>.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities including, but not limited to, actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan

The contractor shall prepare a work plan which outlines, describes and includes the technical approach, resources, timeline and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Task 2 – Quality Assurance Project Plan (QAPP)

The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following OPPT/EPA guideline. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained

QA Requirements: A Quality Assurance Project Plan (QAPP) is required. A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well

as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP.

The contractor shall provide a QAPP(s) for the tasks in this work assignment within one month of workplan approval.

Task 3 - DfE & Safer Choice Program Outreach [Contract SOW, Task 2]

OPPT's DfE program and initiatives encourage businesses to voluntarily incorporate environmental considerations into the design of their products, processes, and management systems. To achieve this goal, DfE relies on outreach activities and information dissemination to industry participants and the public, EPA Regions, federal government laboratories, and state and local governments. Market study and consumer testing will help determine needs for better outreach.

EPA allows products that meet the Safer Choice Standard to carry the Safer Choice label. This label enables consumers to quickly identify and choose products that can help protect the environment and are safer for them and their families. Product manufacturers who become Safer Choice Partners have earned the right to display the Safer Choice label on qualifying products. The Safer Choice Standard comprises the requirements products and their ingredients must meet to earn the Safer Choice label.

To help product manufacturers design and produce safer products, DfE created the Safer Chemical Ingredients List (SCIL). SCIL contains chemicals that meet the criteria of the Safer Choice Program. This list of safer chemical ingredients is arranged by functional-use class and assists product manufacturers in identifying chemicals that the Safer Choice Program has already evaluated and identified as safer.

The Safer Choice Program has recognized thousands of safer products and hundreds of safer chemical ingredients. As the program grows, communications and outreach are important for giving a clear message about the program objectives

Task 3.1: General Outreach for DfE and the Safer Choice Program

The contractor shall prepare outreach materials for the Safer Choice Program, under direction from the WAM including, but not limited to:

- outreach strategies,
- communications plans,
- and outreach materials: including, but not limited to: presentations, factsheets, meeting/conference/tradeshows materials, graphics, and materials relating to existing/new product sectors;

The contractor shall implement and coordinate outreach strategies with internal and external stakeholders; provide logistical support for and/or attend meetings/conferences/tradeshows; respond to program inquiries; track outreach activities; and prepare drafts of materials such as notes and follow-up documents.

Task 3.2: Safer Choice Market and Consumer Testing

The contractor shall develop market/consumer testing; Changes to the approach may be directed by the WAM.

As directed by the WAM, The contractor shall support compilation of information and communications for existing chemicals work that is related to OPPT efforts on Workplan chemicals, Action plan chemicals, Safer Choice labeling, or the intersection of these and(or) other OPPT activities in which DfE is engaged.

Task 4: Safer Choice Awards Programs / DfE Initiatives & Events [Contract SOW, Task 2]

The contractor shall provide logistical support for DfE and Safer Choice awards programs (e.g., Safer Choice Partner of the Year Awards, DfE Safer Detergent Stewardship Initiative (SDSI), other initiatives and events as needs and priorities are identified);

The contractor shall provide support in staging the Safer Choice Partner of the Year Awards in 2016. Support activities shall include:

1. Creating webpages for announcing the award program and award applications,
2. Drafting news releases and other communications related to the awards,
3. Providing support for processing award applications,
4. Provide support for compliance screening of award winners,
5. Provide support in procuring appropriate awards ceremony venue, awards materials, and other materials related to the awards program, and
6. Provide meeting support for the awards ceremony and surrounding events.

The contractor shall accept and verify applications submitted by organizations for DfE's SDSI.

Task 5: Safer Choice Website Support [Contract SOW, Task 3.3]

The contractor shall provide technical support for the Safer Choice Drupal-based website (www.epa.gov/saferchoice) including development of web pages and tools, maintenance, editing, and trouble shooting.

Task 6: Support Alternatives Assessments and TSCA Activities [Contract SOW, Tasks 1.2, 1.3, and 2.1]

Alternatives Assessments (AAs) may be undertaken through multi-stakeholder partnership projects. Some assessments are done in a tailored fashion, when general information on alternatives has already been gathered and researched.

General tasks for alternatives assessments include:

- Research background information on substitutes and uses;
- Provide information to support options and scoping of assessments;
- Draft chapters for the reports;
- Develop responses to comments after public comment period; and
- Update and finalize reports.

In addition, support may be needed for stakeholder meetings, note-taking during conference calls and meetings, managing distribution lists, and developing and managing partnership materials.

Task 6.1 – Support Activities for TSCA Activities

The Contractor shall support activities related to implementation of TSCA (<https://www.epa.gov/assessing-and-managing-chemicals-under-tsca>), including problem formulation and risk management approaches. EPA may initiate or support alternatives assessments to help evaluate the relative hazards and chemical fate of substitutes for certain candidate priority chemicals. Activities related to problem formulation and risk management approaches are likely to include literature and internet searching and review, market analysis (identifying trends in use, researching the value of alternatives assessment reports in different stakeholder sectors, and identifying needs for adapting outreach and communication of alternatives assessment results), summarizing relevant information, developing scoping documents, developing web pages, consultation with stakeholders, and critical discussion with EPA staff.

For purposes of cost estimation, the Contractor shall assume they will attend meetings or calls two times a month, support stakeholder meetings, and prepare brief reports projects, in addition to performing other tasks directed by the WAM, such as phone and email communications with stakeholders, researching small topics, and summarizing relevant information.

Task 6.2 – Support DfE Life-Cycle Assessments and Completed DfE Alternatives Assessments

The Contractor shall provide technical and communications support, as needed, for completed DfE life-cycle assessment (LCA) studies, including the DfE/ORD Li-ion Batteries and Nanotechnology life-cycle assessment study, and for all completed DfE Alternatives Assessments. The Contractor shall also provide, if requested, support for conducting screening-level LCAs on new product categories, specific chemical ingredients, or other products or services, as described by the WAM.

Task 7: Conduct Scoping for New Safer Choice Product Categories [Contract SOW, Task 2.1]

The Contractor shall support efforts to open new functional use categories and new product classes in the Safer Choice Program. The Contractor will support technical research and stakeholder outreach for evaluating new sectors and identifying safer chemicals, including reviewing existing literature for life-cycle considerations, formulations, uses and applications, environmental impacts, fate and exposure

pathways, marketing information, regulations, patents, novel green chemical design and other relevant information. The Contractor shall analyze the information as it relates to establishing a new product category, and understanding a specific product type and associated functional uses for the Safer Choice program. The Contractor may be asked to identify experts in different product categories from industry, academia, government and other organizations in the background research. Examples of new product categories include personal care products, textile cleaning tools, pet products, childrens art supplies, and 'do-it-yourself' craft supplies. Examples of specific products include shampoo, nail polish, cleaning cloths, finger paint, and craft adhesives. Examples of specific functional use chemicals include nail hardeners, pigments, plasticizers and polymers. The Contractor may be asked to evaluate products submitted for Safer Choice evaluation. This shall include providing information on whole product characteristics, such as packaging and pH, and evaluations and research of chemical hazard endpoints, such as human health and environmental fate and toxicity related to application of the Safer Choice standard.

The Contractor is encouraged to propose product categories with potential for impact from Safer Choice labeling by encouragement of safer substitution. For purposes of cost estimation, at least four new product category investigations can be assumed to be tasked in the calendar year. The Contractor shall develop a scoping report for each new product sector, as directed by the WAM.

Task 8: Support Activities of OECD Ad Hoc Group on Substitution of Harmful Chemicals [Contract SOW, Task 2.1]

The Contractor will support activities of the OECD Ad Hoc Group on Substitution of Harmful Chemicals, including updating and maintaining the OECD Substitution and Alternatives Assessment Toolbox. The Contractor shall also support other activities of the Workgroup already approved at the May 2015 Expert Workshop on Alternatives Assessment, as directed by the WAM, which could include research, literature reviews, presentations, and reports related to alternatives assessments and substitution methods and practices. The Contractor will also provide support for Ad Hoc Group and subgroup conference calls and meetings, as requested.

Task 9: Provide Documentation [Contract SOW, Task 2.1]

The Contractor shall submit copies of all background information, data and analyses used in the preparation of the case studies, telephone conversation notes, correspondence, company product literature, disk copies of final case studies in Word, and disk copies of spreadsheets, databases, graphics, and programs created under this work assignment.

Deliverables and schedule under Tasks 3 - 8

In addition to the specific tasks summarized in Table 1, other deliverables and schedule in support of this task will be provided by the WAM in written technical direction.

Table 1: SCHEDULE FOR DELIVERABLES:

The contractor shall provide the following specific deliverables to the EPA WA COR:

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
TASK 3: Outreach for DfE and the Safer Choice Program			
Task 3.1:	<p>Materials for Safer Choice Outreach</p> <ul style="list-style-type: none"> • 1 toolkit for Partners/Stakeholders • 4 sets of notes from outreach calls with product manufacturers • 1 plan for product manufacturers to highlight Safer Choice partnership • 1 plan for retailer to highlight Safer Choice partnership • 1 plan for outreach to environmental and health bloggers, to include developing talking points about the Safer Choice program for a broad audience • Multiple fact sheets for varied audiences • Up to 25 stock posts for Facebook account • Monitor internet for safer product issues and offer Safer Choice solutions, draft language to be developed • Develop outreach materials as needed such as Safer Choice partner maps 	1 draft document or draft web page per instance	<p>Meeting or teleconference to refine requirements: 5 days after WAM approval</p> <p>Draft : per direction from WAM</p> <p>Final: per direction from WAM</p>

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
Task 3.2: Market & Consumer Testing	Developing materials to support and conduct consumer testing of the Safer Choice label and/or market research	Strategy document, script/questionnaire.	Once per year and/or as directed by WAM
Task 4: Safer Choice Awards Programs / DfE Initiatives & Events			
	<ul style="list-style-type: none"> • Create webpage and draft awards program communications • Process awards applications and support compliance screening of award winners • Procure awards ceremony venue, awards materials, and other materials related to the Awards Program • Provide logistical support for Awards Program and associated activities on day of awards. 	As directed by WAM	As directed by WAM
Task 5: Safer Choice Website Support			
	<ul style="list-style-type: none"> • Website maintenance as needed • Up to 50 draft web page updates, including for SCIL and the Safer Choice product page • Webtool development (e.g., 1-5 widgets, Safer Choice Community, media pages, Safer Choice Partner Map) 	As directed by WAM	As directed by WAM

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
Task 6: Support the DfE Alternatives Assessment Program and TSCA Activities			
Task 6.1: Support for TSCA Activities	<ul style="list-style-type: none"> Develop information summaries for relevant candidate priority chemicals Support TSCA implementation activities, including stakeholder engagement, communications, and meetings 	To be determined	As directed by WAM
Task 6.2: DfE Life-Cycle Assessments (LCAs) and Alternatives Assessments (AAs)	Respond to LCA inquiries, and conduct screening-level LCAs	To be determined	As directed by WAM
Task 7: Conduct Scoping for New Safer Choice Product Categories			
	Research findings and evaluations for product level information and evaluation	4 new product categories	As directed by WAM
Task 8: Support Activities of OECD Ad Hoc Group on Substitution of Harmful Chemicals			
	Update and maintain SAAT, and support workgroup activities	To be determined	As directed by WAM

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-04

☐ Other ☐ Amendment Number:

Contract Number

EP-W-16-009

Contract Period 04/18/2016 To 04/17/2018

Base Option Period Number 1

Title of Work Assignment/SF Site Name

DfE SCIL

Contractor

ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 04/18/2016 To 04/17/2017

Comments:

Initiate work assignment for the New Period of Performance that begins on April 18, 2017. The Contractor shall submit a workplan after 15 days of receipt of the work assignment.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO

(Max 2)



Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2016 To 04/17/2018

Cost/Fee:

LOE: 0

This Action:

0

Total:

0

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

WORK ASSIGNMENT

Title: DfE Safer Choice Program and SCIL Logistical Support

Contract No.: EP-W-16-009

Work Assignment Number: 2-04

Period of Performance: 4/18/2017-4/17/2018

Estimated Level of Effort: 6185 hours

Project Officer: Cynthia Bowie 202/564-7726

Work Assignment Manager (WA COR): Alyson Lorenz 202/564-1065

Alternate Work Assignment Manager (Alt WA COR): Melanie Adams 202/564-1843

Technical Communications: As members of DfE and the Safer Choice team, David DiFiore, Chen Wen, Bridget Williams, Clive Davies, Tony Thompson, Valerie Askinazi, Kristian Blessington, Linda Rutsch, Muna Nahar, Lauren Sweet, Sarah Au, and Claudia Menasche may communicate with the contractors to inform key deliverables as directed by the WA COR.

Background and Purpose:

The EPA Office of Pollution Prevention & Toxics' (OPPT) Design for Environment (DfE) Program, which includes the Safer Choice (formerly DfE Safer Product Labeling) Program, is a cooperative, voluntary program that works with industry members and other partners to promote pollution prevention and the use of safer chemicals, processes, and technologies. The DfE Program assists industry in making informed, environmentally responsible choices by providing technical information on hazard, fate, and risk, and by providing standardized analytical tools for industry application. This work assignment provides logistical support to the Safer Choice Program, including the Safer Chemical Ingredients List and the Safer Choice Community.

1. The Safer Choice Program encourages partners to formulate products to be environmentally safer, cost competitive, and effective. Currently, Safer Choice labels more than 2,000 products made by almost 500 companies. More information on the Safer Choice Program is available on the Safer Choice website at: <http://www2.epa.gov/saferchoice/learn-about-safer-choice-label>.
2. The Safer Chemical Ingredients List (SCIL) was developed through the Safer Choice Program. Chemicals that meet Safer Choice criteria are suitable for listing. SCIL is a resource for: formulators interested in making safer products; health and environmental advocates seeking to encourage the use of safer chemicals; and consumers seeking information on the ingredients in safer chemical products.

3. The Safer Choice Community is a web-based data system for the Safer Choice Program. The Community is a custom-built Salesforce system accessed by Safer Choice staff, contractors, third-party profilers, formulators, and chemical manufacturers.

In addition, DfE will continue the Safer Detergents Stewardship Initiative (SDSI). DfE will recognize companies, facilities, and others who voluntarily commit to formulate and encourage the use of safer detergents and other products that traditionally contain NPEs. The latter include firefighting foams, pulp and paper processing chemicals, and antifreeze. An expanded SDSI will play an important role in implementing the Agency action plan for NPEs. Other initiatives may be created as needs and priorities are identified.

Tasks 2, 3, and 4 below provide descriptions of the specific deliverables associated with the Safer Choice, SCIL, and Safer Choice Community support, and their schedule.

TASKS AND DELIVERABLES

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities including, but not limited to, actual determination of EPA policy and preparation of documents on EPA letterhead.

Section 508 Compliance Requirements:

All deliverables shall be in compliance with Section 508, Accessibility Standards of the Rehabilitation Act, of 1973 and Amendments of 1998. When preparing deliverables, the contractor shall refer to the most recent version of the 508 Standards at: <http://www.access-board.gov/sec508/guide/>.

Quality Assurance (QA) Requirements: The contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models (see Task 5).

Task 1 – Prepare Workplan

The contractor shall prepare a work plan that outlines, describes, and includes the technical approach, resources, timeline, and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Task 2 – Logistical Support for the Safer Choice Program

EPA allows safer products to carry the Safer Choice label. This mark enables consumers to quickly identify and choose products that can help protect the environment and are safer for families. Product manufacturers who become Safer Choice partners, and earn the right to display the Safer Choice logo on

recognized products, have ensured that their ingredients and finished product line up on the green end of the health and environmental spectrum while maintaining or improving product performance and meeting other product-level requirements. The Safer Choice "Standard for Safer Products" comprises the requirements products and their ingredients must meet to earn the EPA Safer Choice label.

Task 2.1: Web, Meeting, Document, and Correspondence Support for Safer Choice Program

The contractor shall support the DfE Safer Choice Program. Examples of support include: website improvement, attending or facilitating meetings (approximately 15-20) or conference calls (approximately 2-3), responding to and incorporating comments, preparing fact sheets and reports, taking notes at meetings, tracking information submitted to Safer Choice and Safer Choice Third Party Profilers; and for recognized products, keeping the website up-to-date, maintaining Safer Choice measures, providing standard correspondence with stakeholders, and maintaining Safer Choice FAQs (Frequently Asked Questions). Specific comments to be addressed, information to be included, meetings to support, and other activities will be identified by the WA COR through written technical direction.

For purposes of cost estimation, the contractor shall assume the need to respond to 20 inquiries per week and track over 500 partners and about 2,000 products.

Task 2.2: Track Partner Compliance for Safer Choice Program

The contractor shall support the DfE Safer Choice Program with Safer Choice Partner compliance monitoring, by reviewing labels and marketing materials for correct ingredient disclosure and references to Safer Choice, monitoring use of the Safer Choice label—including on products, in marketing literature, and on company/vendor websites—for products that are no longer allowed to carry the Safer Choice label, and acquiring product samples for testing.

For purposes of cost estimation, the contractor shall assume the need to respond to 10-20 inquiries per month.

Task 2.3: Updating Criteria for Safer Chemical Ingredients and the Safer Choice Standard

This task covers updating safer ingredient criteria and requirements in the Safer Choice Standard for the Safer Choice Program. More information on the Safer Choice safer ingredient screens is available on the Safer Choice web site at <http://www.epa.gov/saferchoice/standard>.

Updating and adding ingredient classes – The contractor shall assist Safer Choice in reviewing the list of functional classes of ingredients used in cleaning and other products, which has been commented on by the Green Chemistry in Commerce Council (GC3) stakeholder group, and update the list and priorities based on the most efficient grouping of the classes and an assessment of available data.

The contractor shall:

1. Identify and convene stakeholders.
2. Prepare meeting materials and facilitate discussions.
3. Develop draft and final updated versions of the Safer Choice Standard and associated Criteria for Safer Chemical Ingredients.

Task 2.4: Documentation

The contractor shall submit copies of all background information, data and analyses used in the preparation of the case studies, telephone conversation notes, correspondence, company product literature, disk copies of final case studies in Word, and disk copies of spreadsheets, databases, graphics, and programs created under this work assignment.

Task 3 – Safer Chemical Ingredients List (SCIL) Support

The SCIL contains chemicals that meet the criteria of the DfE Safer Choice Program. This list of safer chemical ingredients is arranged by functional-use class, and will assist product manufacturers in identifying chemicals that the Safer Choice program has already evaluated and identified as safer.

Task 3.1 – Maintaining the Safer Chemical Ingredients List (SCIL)

The contractor shall support maintaining the SCIL and the associated webpage. SCIL is available to the public and requires review and updating to maintain it long-term. The contractor shall assist with data management, chemical review information, and formatting information for the webpage.

For purposes of cost estimation, the contractor shall assume the need to update the SCIL 4 times per year.

Task 3.2 – Integrating SCIL into the Existing Data Structure

The contractor shall support incorporating information gathered for SCIL, including product formulations, into the existing database of Safer Choice recognized products. This task also includes updating the smart PDF documents used to enter data into the system, and tracking the status of products based on the codes assigned to chemicals listed on SCIL.

Task 4 – Safer Choice Community Support

The Safer Choice Community is a web-based data system for the Safer Choice Program. The Community is a custom-built Salesforce system accessed by Safer Choice staff, contractors, third-party profilers, formulators, and chemical manufacturers. The Community is pivotal in successfully tracking information regarding products, ingredients, chemicals, and overall partnership status.

Task 4.1 – Developing New Functionality for the Safer Choice Community

The contractor shall support development of new functionality for the Safer Choice Community, by collecting user requirements, presenting options for achieving the goals of the functionality, building draft functionality, incorporating Safer Choice and stakeholder comments, and finalizing the functionality.

The contractor shall:

1. Identify and convene stakeholders.
2. Prepare meeting materials and facilitate discussions.
3. Develop draft and final functionalities.

For purposes of cost estimation, the contractor shall assume the need to incorporate new functionality 6 times per year.

Task 4.2 – Maintaining the Safer Choice Community

The contractor shall support maintaining complete functionality of the Safer Choice Community. The Community is the product submission portal for stakeholders and requires review and updating to maintain it long-term. The contractor shall assist with managing data, monitoring the system and repairing broken functionality (e.g., following the release of seasonal Salesforce updates), and making minor updates to existing functionality. This task also includes sending weekly system back-ups to Safer Choice for download.

Task 4.3 – Providing Stakeholder Technical Support

The contractor shall provide technical support for stakeholders (formulators and chemical manufacturers) with questions about use of the Safer Choice Community. This task includes answering phone calls and emails from stakeholders, and helping stakeholders efficiently use the system.

For purposes of cost estimation, the contractor shall assume the need to respond to 5-10 inquiries per month.

Task 5 – Quality Assurance Project Plan

The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following OPPT/EPA guideline. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained.

QA Requirements: A Quality Assurance Project Plan (QAPP) is required. A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP.

The contractor shall provide a QAPP(s) for the tasks in this work assignment within one month of workplan approval.

DELIVERABLES AND SCHEDULE UNDER TASKS 2, 3, & 4

In addition to the specific tasks summarized in Table 1, other deliverables and schedule in support of this task will be provided by the WA COR in written technical direction.

Table 1: Schedule for Deliverables

The contractor shall provide the following specific deliverables to the EPA WA COR:

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
TASK 2: SUPPORT FOR THE SAFER CHOICE PROGRAM			
Task 2.1	Safer Choice Program Logistical Support <ul style="list-style-type: none"> • 2 website updates per month • 2 updates to listing of partners, private labels, and products per month in the form of an Access, Excel, Salesforce, or other similar database format 	1 electronic copy per instance	14 calendar days after receipt of the request, or within the delivery schedule approved by the WA COR
Task 2.2	Research findings and evaluations for product level information and chemicals	As directed by WA COR	As directed by WA COR
Task 2.2	Documentation of inappropriate use of the Safer Choice label on products, marketing materials, and websites	As directed by WA COR	As directed by WA COR
Task 2.3	Develop one draft update to Safer Choice standard and updates to the Criteria for Safer Chemical Ingredients	1 + 1 draft updates	Meeting or teleconference to refine requirements: 30 days after WA approval Draft: 90 after WA approval Final: 150 days after WA approval
Task 2.4	Documentation	As directed by WA COR	As directed by WA COR
TASK 3: SUPPORT FOR THE SAFER CHEMICAL INGREDIENTS LIST (SCIL)			
Task 3.1	Quarterly updates to SCIL; management of information and formatting of webpage	Quarterly updates	Quarterly, unless directed otherwise by WA COR
TASK 4: SAFER CHOICE COMMUNITY SUPPORT			

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
Task 4.1	Develop new functionalities for the Safer Choice Community	Monthly updates	Meeting or teleconference to refine requirements: To be scheduled by WA COR Draft: As directed by WA COR Final: As directed by WA COR
Task 4.2	<ul style="list-style-type: none"> Weekly review of Safer Choice Community functionality and areas for improvement Weekly back-ups of the Safer Choice Community 	Weekly meetings and back-ups	Weekly, unless directed otherwise by WA COR
Task 4.3	Documentation of stakeholder questions and contractor answers	As directed by WA COR	As directed by WA COR

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-04

☐ Other☒ Amendment Number:

000001

Contract Number
EP-W-16-009

Contract Period 04/18/2017 To 04/17/2018

Title of Work Assignment/SF Site Name

Base Option Period Number 1

DfE SCIL

Contractor

ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 04/18/2017 To 04/17/2018

Comments:

The purpose of this amendments is to correct the period of performance.

Initiate work assignment for the New Period of Performance that begins on April 18, 2017. The Contractor

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2017 To 04/17/2018

Cost/Fee:

LOE: 0

This Action:

0

Total:

0

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Cynthia Bowie

Branch/Mail Code:

(Signature)

(Date)

Phone Number: 202-564-7726

FAX Number:

Project Officer Name Cynthia Bowie

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code:

Phone Number:

FAX Number:

Contracting Official Name Jody Gosnell

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-04

☐ Other☒ Amendment Number:

000002

Contract Number
EP-W-16-009

Contract Period 04/18/2017 To 04/17/2018

Title of Work Assignment/SF Site Name

Base Option Period Number 1

DfE SCIL

Contractor

ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 04/18/2017 To 04/17/2018

Comments:

Revised statement of work and IGCE reducing the number of hours from 6185 to 2700. Deleting items under Task 4 pertaining to the Salesforce Systems access. The contractor shall submit a workplan within 30 days of receipt of receiving the work assignment amendment.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2017 To 04/17/2018

Cost/Fee:

LOE: 0

This Action:

0

Total:

0

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

WORK ASSIGNMENT

Title: DfE Safer Choice Program and SCIL Logistical Support

Contract No.: EP-W-16-009

Work Assignment Number: 2-04

Period of Performance: 4/18/2017-4/17/2018

Estimated Level of Effort: 2700 hours

Project Officer: Cynthia Bowie 202/564-7726

Work Assignment Manager (WA COR): Alyson Lorenz 202/564-1065

Alternate Work Assignment Manager (Alt WA COR): Melanie Adams 202/564-1843

Technical Communications: As members of DfE and the Safer Choice team, David DiFiore, Chen Wen, Bridget Williams, Clive Davies, Tony Thompson, Valerie Askinazi, Kristian Blessington, Linda Rutsch, Muna Nahar, Lauren Sweet, Sarah Au, and Claudia Menasche may communicate with the contractors to inform key deliverables as directed by the WA COR.

Background and Purpose:

The EPA Office of Pollution Prevention & Toxics' (OPPT) Design for Environment (DfE) Program, which includes the Safer Choice (formerly DfE Safer Product Labeling) Program, is a cooperative, voluntary program that works with industry members and other partners to promote pollution prevention and the use of safer chemicals, processes, and technologies. The DfE Program assists industry in making informed, environmentally responsible choices by providing technical information on hazard, fate, and risk, and by providing standardized analytical tools for industry application. This work assignment provides logistical support to the Safer Choice Program, including the Safer Chemical Ingredients List and the Safer Choice Community.

1. The Safer Choice Program encourages partners to formulate products to be environmentally safer, cost competitive, and effective. Currently, Safer Choice labels more than 2,000 products made by almost 500 companies. More information on the Safer Choice Program is available on the Safer Choice website at: <http://www2.epa.gov/saferchoice/learn-about-safer-choice-label>.
2. The Safer Chemical Ingredients List (SCIL) was developed through the Safer Choice Program. Chemicals that meet Safer Choice criteria are suitable for listing. SCIL is a resource for: formulators interested in making safer products; health and environmental advocates seeking to encourage the use of safer chemicals; and consumers seeking information on the ingredients in safer chemical products.

3. The Safer Choice Community is a web-based data system for the Safer Choice Program. The Community is a custom-built Salesforce system accessed by Safer Choice staff, contractors, third-party profilers, formulators, and chemical manufacturers.

In addition, DfE will continue the Safer Detergents Stewardship Initiative (SDSI). DfE will recognize companies, facilities, and others who voluntarily commit to formulate and encourage the use of safer detergents and other products that traditionally contain NPEs. The latter include firefighting foams, pulp and paper processing chemicals, and antifreeze. An expanded SDSI will play an important role in implementing the Agency action plan for NPEs. Other initiatives may be created as needs and priorities are identified.

Tasks 2 and 3 below provide descriptions of the specific deliverables associated with the Safer Choice, SCIL, and Safer Choice Community support, and their schedule.

TASKS AND DELIVERABLES

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities including, but not limited to, actual determination of EPA policy and preparation of documents on EPA letterhead.

Section 508 Compliance Requirements:

All deliverables shall be in compliance with Section 508, Accessibility Standards of the Rehabilitation Act, of 1973 and Amendments of 1998. When preparing deliverables, the contractor shall refer to the most recent version of the 508 Standards at: <http://www.access-board.gov/sec508/guide/>.

Quality Assurance (QA) Requirements: The contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models (see Task 5).

Task 1 – Prepare Workplan

The contractor shall prepare a work plan that outlines, describes, and includes the technical approach, resources, timeline, and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Task 2 – Logistical Support for the Safer Choice Program

EPA allows safer products to carry the Safer Choice label. This mark enables consumers to quickly identify and choose products that can help protect the environment and are safer for families. Product

manufacturers who become Safer Choice partners, and earn the right to display the Safer Choice logo on recognized products, have ensured that their ingredients and finished product line up on the green end of the health and environmental spectrum while maintaining or improving product performance and meeting other product-level requirements. The Safer Choice "Standard for Safer Products" comprises the requirements products and their ingredients must meet to earn the EPA Safer Choice label.

Task 2.1 – Web, Meeting, Document, and Correspondence Support for Safer Choice Program

The contractor shall support the DfE Safer Choice Program. Examples of support include: website improvement, attending or facilitating meetings (approximately 15-20) or conference calls (approximately 2-3), responding to and incorporating comments, preparing fact sheets and reports, taking notes at meetings, tracking information submitted to Safer Choice and Safer Choice Third Party Profilers; and for recognized products, keeping the website up-to-date, maintaining Safer Choice measures, providing standard correspondence with stakeholders, and maintaining Safer Choice FAQs (Frequently Asked Questions). Specific comments to be addressed, information to be included, meetings to support, and other activities will be identified by the WA COR through written technical direction.

For purposes of cost estimation, the contractor shall assume the need to respond to 20 inquiries per week and track over 500 partners and about 2,000 products.

Task 2.2 – Track Partner Compliance for Safer Choice Program

The contractor shall support the DfE Safer Choice Program with Safer Choice Partner compliance monitoring, by reviewing labels and marketing materials for correct ingredient disclosure and references to Safer Choice, monitoring use of the Safer Choice label—including on products, in marketing literature, and on company/vendor websites—for products that are no longer allowed to carry the Safer Choice label, and acquiring product samples for testing.

For purposes of cost estimation, the contractor shall assume the need to respond to 10-20 inquiries per month.

Task 2.3 – Updating Criteria for Safer Chemical Ingredients and the Safer Choice Standard

This task covers updating safer ingredient criteria and requirements in the Safer Choice Standard for the Safer Choice Program. More information on the Safer Choice safer ingredient screens is available on the Safer Choice web site at <http://www.epa.gov/saferchoice/standard>.

Updating and adding ingredient classes – The contractor shall assist Safer Choice in reviewing the list of functional classes of ingredients used in cleaning and other products, which has been commented on by the Green Chemistry in Commerce Council (GC3) stakeholder group, and update the list and priorities based on the most efficient grouping of the classes and an assessment of available data.

The contractor shall:

1. Identify and convene stakeholders.
2. Prepare meeting materials and facilitate discussions.
3. Develop draft and final updated versions of the Safer Choice Standard and associated Criteria for Safer Chemical Ingredients.

Task 2.4 – Providing Stakeholder Technical Support

The contractor shall provide technical support for stakeholders (formulators and chemical manufacturers) with questions about use of the Safer Choice Community. This task includes answering phone calls and emails from stakeholders, and helping stakeholders efficiently use the system.

For purposes of cost estimation, the contractor shall assume the need to respond to 5-10 inquiries per month.

Task 2.5 – Documentation

The contractor shall submit copies of all background information, data and analyses used in the preparation of the case studies, telephone conversation notes, correspondence, company product literature, disk copies of final case studies in Word, and disk copies of spreadsheets, databases, graphics, and programs created under this work assignment.

Task 3 – Safer Chemical Ingredients List (SCIL) Support

The SCIL contains chemicals that meet the criteria of the DfE Safer Choice Program. This list of safer chemical ingredients is arranged by functional-use class, and will assist product manufacturers in identifying chemicals that the Safer Choice program has already evaluated and identified as safer.

Task 3.1 – Maintaining the Safer Chemical Ingredients List (SCIL)

The contractor shall support maintaining the SCIL and the associated webpage. SCIL is available to the public and requires review and updating to maintain it long-term. The contractor shall assist with data management, chemical review information, and formatting information for the webpage.

For purposes of cost estimation, the contractor shall assume the need to update the SCIL 4 times per year.

Task 3.2 – Integrating SCIL into the Existing Data Structure

The contractor shall support incorporating information gathered for SCIL, including product formulations, into the existing database of Safer Choice recognized products. This task also includes updating the smart PDF documents used to enter data into the system, and tracking the status of products based on the codes assigned to chemicals listed on SCIL.

Task 4 – Quality Assurance Project Plan

The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following OPPT/EPA guideline. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained.

QA Requirements: A Quality Assurance Project Plan (QAPP) is required. A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality

aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP.

The contractor shall provide a QAPP(s) for the tasks in this work assignment within one month of workplan approval.

DELIVERABLES AND SCHEDULE UNDER TASKS 2 & 3

In addition to the specific tasks summarized in Table 1, other deliverables and schedule in support of this task will be provided by the WA COR in written technical direction.

Table 1: Schedule for Deliverables

The contractor shall provide the following specific deliverables to the EPA WA COR:

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
TASK 2: SUPPORT FOR THE SAFER CHOICE PROGRAM			
Task 2.1	Safer Choice Program Logistical Support <ul style="list-style-type: none"> • 2 website updates per month • 2 updates to listing of partners, private labels, and products per month in the form of an Access, Excel, Salesforce, or other similar database format 	1 electronic copy per instance	14 calendar days after receipt of the request, or within the delivery schedule approved by the WA COR
Task 2.2	Research findings and evaluations for product level information and chemicals	As directed by WA COR	As directed by WA COR
Task 2.2	Documentation of inappropriate use of the Safer Choice label on products, marketing materials, and websites	As directed by WA COR	As directed by WA COR

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
Task 2.3	Develop one draft update to Safer Choice standard and updates to the Criteria for Safer Chemical Ingredients	1 + 1 draft updates	Meeting or teleconference to refine requirements: 30 days after WA approval Draft: 90 after WA approval Final: 150 days after WA approval
Task 2.4	Documentation of stakeholder questions and contractor answers	As directed by WA COR	As directed by WA COR
Task 2.5	Documentation	As directed by WA COR	As directed by WA COR
TASK 3: SUPPORT FOR THE SAFER CHEMICAL INGREDIENTS LIST (SCIL)			
Task 3.1	Quarterly updates to SCIL; management of information and formatting of webpage	Quarterly updates	Quarterly, unless directed otherwise by WA COR

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-06

☐ Other ☐ Amendment Number:Contract Number
EP-W-16-009

Contract Period 04/18/2016 To 04/17/2018

Title of Work Assignment/SF Site Name

Base Option Period Number 1 Lead Economics Rule

Contractor
ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 04/18/2016 To 04/17/2017

Comments:

Initiating Work Assignment for the New Period Of Performance that begins on April 18, 2017. The new LOE is 8000. The contractor shall submit a work plan approval 15 days after receipt of the work assignment.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

04/18/2016 To 04/17/2018

LOE: 0

This Action:

0

Total:

0

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

(Signature)

(Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

STATEMENT OF WORK
Contract EPW-16-009
Work Assignment 2-6

TITLE: **Lead Rule Economics**

Work Assignment Manager

Judith Brown
Economic and Policy Analysis Branch
Chemistry, Economics, and Sustainable
Strategies Division
Email: brown.judith@epa.gov
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Alternate Work Assignment Manager

William Silagi
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Chemistry, Economics, and Sustainable Strategies
Division
Email: silagi.william@epa.gov
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Mail: U.S. EPA (7406M), Ariel Rios Bldg, 1200 Pennsylvania Ave, Washington, D.C. 20460
Courier: Room 5326, WJC East Building, 1201 Constitution Ave NW, Wash. DC 20004

LEVEL OF EFFORT

The total estimated LOE hours for this work assignment is 8,000 hours.

PURPOSE

Provide analytical support to EPA initiatives relating to lead-based paint hazards, including public and commercial buildings; renovation repair and painting in residences and child-occupied facilities; hazard standards; and other potential sources of lead exposure.

BACKGROUND

The purpose of this work assignment is to prepare economic analyses and other supporting analyses of rulemakings related to EPA's lead program. Title IV of the Toxic Substances and Control Act (TSCA) was enacted to assist the federal government in reducing lead exposures, particularly those resulting from lead-based paint. Section 402 (c)(3) of TSCA obligates EPA to determine whether renovation or remodeling activities in public buildings constructed before 1978 or commercial buildings create lead-based paint hazards. For those activities that create a lead-based paint hazard, EPA is further directed to revise its Lead-based Paint Activities Regulations, promulgated under TSCA section 402(a), to apply to those renovation and remodeling activities. This work assignment is intended to provide analytical support to the public and commercial building project and/or any other Agency initiatives related to lead hazards and potential sources of lead exposure.

TASKS

The following tasks describe the work that may be required to continue progress on the public and commercial building project and related lead projects. All tasks are contingent on the Agency's decisions regarding the direction and schedule of these projects.

Task 1 – Workplan

- (A) Submit a workplan that describes tasks; the planned approach, schedule, estimated direct labor hours by task and labor level; the budget with costs broken down by line item; and the names, hours, and project role of proposed staff.
- (B) This work assignment is **not** expected to require access to TSCA Confidential Business Information (CBI). However, if this work assignment does require access to TSCA CBI, the manager of this work assignment, as well as any staff working on reports that involve TSCA CBI, must be TSCA CBI cleared. They must also take supplementary CBI training designated by the EPA Project Officer. Reports based on information drawn from TSCA CBI documents must be submitted to EPA as TSCA CBI, even if the contractor believes they have excluded CBI from the report.

This is in addition to complying with all TSCA CBI requirements in the contract and in EPA's *TSCA CBI Protection Manual*.

Task 2 – Quality Assurance Project Plan

The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following OPPT/EPA guideline. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained

QA Requirements: A Quality Assurance Project Plan (QAPP) is required. A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP.

Task 3 –Conduct Survey of the Public and Commercial Building Industry

The contractor shall complete the survey (begun under work assignment 1-6 of this contract) of the characteristics and incidence of renovation, repair, and painting (RRP) activities that disturb painted surfaces in public and commercial buildings, the methods that are used to conduct these activities, the work practices that are used to contain and clean the resulting dust, and the characteristics of the buildings. The details of the survey are described in EPA's Information Collection Request (ICR) for the Survey of the Public and Commercial Building Industry (EPA ICR number 2494.01, OMB control number 2070-0193). The contractor may offer respondents a small financial incentive (e.g., \$50) to contractors as an inducement to complete the survey.

Upon completion of the data collection, the contractor shall create a cleansed survey data file of the survey results; analyze any potential non-response bias; calculate sampling weights; prepare weighted statistical summaries and tabulations of the data; prepare a draft report on the survey results; and revise the draft and prepare a final report.

In order to preserve the anonymity of the respondents, the contractor shall not provide personally identifying information (PII) about the respondents to EPA or any other outside person or entity. This PII includes, at a minimum, the respondent's name, the respondent's phone number, the respondent's address, and the name of the organization the respondent works for. All PII will be stripped from any data files before they are conveyed to EPA or any other outside person or entity. At the completion of data collection the contractor shall delete the PII in the raw survey data file and replace it with a tracking number that cannot be matched to PII.

Task 4 –Draft Economic Analysis of RRP Options for Public and Commercial Buildings

The contractor shall prepare a draft economic analysis of options to regulate RRP activities in public and commercial buildings. The draft economic analysis shall include the following sections: market profile; problem definition; cost analysis; benefits analysis; net benefits analysis; impact analysis, including impacts on small entities, and state, local, and tribal governments; environmental justice analysis; employment effects analysis; and sensitivity analysis. In addition to preparing an economic analysis, the contractor shall estimate the paperwork burden associated with these requirements. EPA will provide the exposure assessment estimates that shall be used to estimate the benefits of reducing exposure to lead-based paint.

Task 5 –Draft Economic Analysis of Options for Revised Lead Hazard Standards

The contractor shall prepare a draft economic analysis of alternative levels for the lead hazard standards at 40 CFR 745.65 and the lead clearance levels at 40 CFR 745.227. The draft economic analysis shall include the following sections: profile of the current number and size of lead abatement activities and firms; summary of other federal, state, and local rules; market failure and the need for the rule; cost analysis; benefits analysis; net benefits analysis; impact analysis, including impacts on small entities, and state, local, and tribal governments; environmental justice analysis; employment effects analysis; and sensitivity analysis. In addition to preparing an economic analysis, the contractor shall estimate the paperwork burden associated with these requirements.

The contractor shall revise the economic analysis and the paperwork burden estimates in response to technical direction from the EPA WAM. There may be multiple rounds of revisions to the document during the period of performance of this work assignment.

Task 6 – Analysis for Retrospective Review of Lead Program

The contractor shall prepare research memos and reports on topics related to retrospective review of EPA's lead-based paint program. The WAM will designate the topics to be addressed, and due dates for deliverable, through technical direction. Examples of such analyses may include the following:

- Economic conditions in industry sectors subject to or affected by EPA's lead paint program;
- Technologies used to comply with the requirements of EPA's lead paint program;
- The level of compliance with the requirements in EPA's lead paint program;
- Other federal, state, or local government rules related to lead paint, and how they affect exposures to lead;
- The economic feasibility for entities, including small entities, to comply with the requirements of the lead paint program;
- The cost of complying with requirements of EPA's lead paint program;
- The indirect and cumulative impacts of complying with the requirements of EPA's lead paint program;

- The cost savings or burden reduction of potential options to revise requirements of EPA's lead paint program; and
- The small business impacts of potential options to revise requirements of EPA's lead paint program.

Task 7 - Supplementary economic analysis related to lead-based paint or related to other potential sources of lead exposure and associated health risks

The contractor shall prepare supplementary research memos and reports, and prepare materials suitable for sharing research results through briefings or on-line, on topics related to the economic analysis of lead-based paint activities or other potential sources of lead exposure and associated health risks. The WAM will designate the topics to be addressed, and dates/locations of any briefings requiring support, through technical direction. Examples of supplementary analyses include the following:

- Revise or create reports that address comments from EPA workgroups, EPA management, Office of Management and Budget, other agencies, and the public;
- Summarize and explain the data, assumptions, and analysis from existing reports;
- Revise existing reports to reflect changes in market data, risk data, or regulatory options, and to provide sensitivity analyses;
- Describe methodologies for economic analysis, identify information sources, and prepare literature surveys and bibliographies on topics identified by the WAM;
- Summarize methods and results of economic analyses prepared under this work assignment so that the information can be used as inputs to other related EPA studies.
- Identify information needed from other EPA studies that will serve as inputs to analyses prepared under this work assignment.
- Comment on reports identified by the WAM;
- Provide a written summary of points made at a meeting relevant to assessing economic impacts of EPA decisions;
- Arrange for peer review of economics reports identified by the WAM;
- Prepare briefing handouts and visuals describing results of economic analysis conducted under this work assignment; present briefing(s) on results of economic analysis; provide additional support as needed for briefings and presentations; and
- Support Agency preparation of Information Collection Requests (ICRs) by estimating the burden on industry and government of Agency data collection, and revising the draft report in response to comments by the WAM.

Task 8 - Public Docket and Other Documentation

The contractor shall organize, annotate, summarize and submit information from paper and electronic files accumulated during the course of this work assignment, including documents required for a public docket. The contractor shall provide the following documentation to the WAM: copies of all relevant background information, data and analyses used in the report preparation, including referenced articles, relevant pages from books and reports, survey questionnaires, trip reports, telephone conversation notes, correspondence, company product literature, disk copies of final reports, spreadsheets, databases, and programs created under this work assignment, in formats compatible with the Agency's automated environment.

SCHEDULE OF DELIVERABLES

Copies of all deliverables shall be submitted to the WAM for review and approval. The contractor shall revise the deliverables to reflect the WAM's comments.

The contractor shall meet the following schedule:

<u>Task#</u>	<u>Deliverables</u>	<u>Due Date</u>
1	Workplan	15 days after WA received
2	QAPP	As dictated in WAM technical direction
3	Industry survey	November 30, 2017
4	Draft P&CB economic analysis	January 31, 2018
5	Draft hazard standard economic analysis	As dictated in WAM technical direction
6	Retrospective review analysis	As dictated in WAM technical direction
7	Supplementary analyses	As dictated in WAM technical direction
8	Public docket and documentation	As dictated in WAM technical direction

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-06

☐ Other ☒ Amendment Number:
000001Contract Number
EP-W-16-009

Contract Period 04/18/2017 To 04/17/2018

Title of Work Assignment/SF Site Name

Lead Rule Economics

Contractor
ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 04/18/2017 To 04/17/2018

Comments:

The purpose of this amendment is to correct the period of performance.

Initiating Work Assignment for the New Period Of Performance that begins on April 18, 2017. The new LOE is

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
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Authorized Work Assignment Ceiling

Contract Period:

04/18/2017 To 04/17/2018

Cost/Fee:

LOE: 0

This Action:

0

Total:

0

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Cynthia Bowie

Branch/Mail Code:

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(Signature)

(Date)

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FAX Number:

(Signature)

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Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-06

☐ Other ☒ Amendment Number:

000002

Contract Number
EP-W-16-009

Contract Period 04/18/2018 To 04/17/2019

Title of Work Assignment/SF Site Name

Base Option Period Number 1

Lead Survey

Contractor
ABT ASSOCIATES INC.Specify Section and paragraph of Contract SOW
Task 3Purpose: ☐ Work Assignment
☒ Work Assignment Amendment
☐ Work Plan Approval☐ Work Assignment Close-Out
☐ Incremental Funding

Period of Performance

From 04/18/2017 To 04/17/2018

Comments:

The purpose of this amendment is to decrease the LOE from 8000 to 7813 hours and to increase the dollar capacity from \$867,979 to \$964,393. The increase in dollar capacity is due to additional work being done by subcontractors and temporary labor which doesn't count towards the LOE ceiling.

☐ Superfund

Accounting and Appropriations Data

☒ Non-SuperfundSFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:
04/18/2018 To 04/17/2019

Cost/Fee:

LOE: 0

This Action:

0

Total:

0

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee LOE:

Cumulative Approved: Cost/Fee LOE:

Work Assignment Manager Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 2-08								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-16-009		Contract Period 04/18/2016 To 04/17/2018 Base Option Period Number 1								
Contractor ABT ASSOCIATES INC.		Title of Work Assignment/SF Site Name Chemical Data Reporting								
Specify Section and paragraph of Contract SOW										
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 04/18/2016 To 04/17/2018								
Comments: Initiate work assignment for the New Period of Performance that begins on April 18, 2017. The Contractor shall submit a workplan after 15 days of receipt of the work assignment.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
04/18/2016 To 04/17/2018						0				
This Action:						0				
Total:						0				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee				LOE:				
Cumulative Approved:		Cost/Fee				LOE:				
Work Assignment Manager Name Cynthia Bowie						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-7726				
						FAX Number:				
Project Officer Name Cynthia Bowie						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-7726				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Jody Gosnell						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-4353				
						FAX Number:				

Work Assignment 2-08
STATEMENT OF
WORK
Contract EP-W-16-009

TITLE: Chemical Data Reporting

Work Assignment Manager

Susan Sharkey
Existing Chemicals Branch
Chemical Control Division
Tel. (202) 564-8789
Email: sharkey.susan@epa.gov

Alternate Work Assignment Manager

Stephanie Jarmul
Existing Chemicals Branch
Chemical Control Division
Tel. (202) 564-6130
Email: jarmul.stephanie@epa.gov

Mail: U.S. EPA (7405M), Ariel Rios Bldg, 1200 Pennsylvania Ave, Washington, DC 20460
Courier: Room 4121Q, EPA East Building, 1201 Constitution Ave NW, Wash. DC 20004

LEVEL OF EFFORT

The level of effort for this work assignment of 777 hours.

PURPOSE

Develop reports and provide support related to Chemical Data Reporting (CDR).

This work assignment is intended to provide support to EPA related to the CDR, including the development or refinement of guidance documents, data and other analyses, searchable document archive, and meeting support.

BACKGROUND

Through the Toxic Substances Control Act (TSCA) Chemical Data Reporting (CDR) rule, the Environmental Protection Agency (EPA) collects exposure-related manufacturing, processing, and use data on certain chemicals listed on the TSCA Chemical Substance Inventory (TSCA Inventory), including chemicals listed as pesticide inert and precursor chemicals. Changes to the Inventory Update Reporting (IUR) rule were finalized in August 2011, resulting in the formation of the CDR rule. Since then, there have been two submission periods - one in 2012 and one in 2016. Any of the data submitted in response to the CDR rule may be claimed as confidential business information (CBI).

The CDR data are used for screening-level exposure determinations for chemicals in commerce in the United States. These data are used by EPA, other federal government agencies, state government, industry, non-governmental organizations, and the public. EPA will identify and produce analyses of the data that would be of particular interest to the public and reflect stakeholder interests.

The contractor shall use, and not duplicate, information developed under Work Assignment (WA) 1-08 of this contract, or under EPA contract EP-W-08-010, WA 6-4, and EP-W-12-001, WAs 3-01 and 4-05.

TASKS

Task 1. Work Plan

The contractor shall prepare a work plan that outlines, describes, and includes the technical approach, resources, timeline, and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Some work may require access to TSCA Confidential Business Information. The manager of this work assignment, as well as any staff working on reports that involve TSCA CBI, must be TSCA CBI cleared before any TSCA CBI is handled under the work assignment. *These staff must also take supplementary CBI training designated by the COR. Reports based on information drawn from TSCA CBI documents must be submitted to EPA as TSCA CBI, even if the contractor believes they have excluded CBI from the report.* The contractor shall also comply with all TSCA CBI requirements in the contract and in EPA's *TSCA CBI Protection Manual*.

Task 2. Quality Assurance Project Plan

The contractor shall prepare a Quality Assurance Project Plan (QAPP) work for data analysis conducted under Task 3 of this work assignment. Work conducted under Tasks 4 and 5 do not require a QAPP.

The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following OPPT/EPA guidelines. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained.

QA Requirements: A Quality Assurance Project Plan (QAPP) is required. A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP.

Task 3. Develop Reports, such as a Data Analysis or Industry Analysis

The contractor shall update, draft and/or develop CDR-related documents, including individual fact sheets and reports, which may include data analysis as specified by the

WAM. The draft documents may be based on analysis provided by EPA and/or developed by the contractor. The contractor shall also properly format and finalize finished products. The contractor may also be asked to deploy a data visualization tool that would be viewed internally at EPA or shared externally with the public. This tool should allow users to explore relationships and visualize trends in the CDR data.

For purposes of the work plan, the contractor shall assume preparing up to three documents of two (2) to five (5) pages requiring drafting, editing review, and formatting.

Task 4. CDR Document Archive

The development of a centralized, interactive database for archiving and accessing CDR-related FAQs, current and historical correspondence, guidance, and other documents and materials as identified was started under contract EP-W-12-00 I (WA 3-0 I and 4-05). This database includes the ability to search the documents using metadata and other information, including the text of the documents.

- a. The contractor shall continue to develop the database to improve and enhance the search and archiving ability, based on written technical direction from the WAM.
- b. The contractor shall review the current data landscape as directed by the WAM via written technical direction to ensure that all relevant guidance is incorporated into the searchable database.
- c. The contractor shall enable access by selected EPA staff to test the database on a continuing basis.

For purposes of the work plan, the contractor shall assume that Task 5a is on hold, that about 3 documents currently in the database will be updated to reflect what is on the CDR website (e.g., Instructions for Reporting and Fact Sheets), and will do what is needed to maintain the current version of the database.

Task 5. Meeting and Outreach Support

From time to time, EPA requires support for meetings, including for public meetings. The contractor shall provide general meeting support, including meeting organization, room location and reservation, check-in, placards, note taking, and meeting recording and summary support.

For purposes of the work plan, the contractor shall assume providing full meeting support, described above, for 2 public meetings of 1-2 days per meeting.

Work under Task 5 will be initiated by the WAM via written technical direction. The technical direction will include the specific meeting support needed.

DELIVERABLES

Tasks	Assignments	Due Date
1	Prepare Work Plan	15 days after receipt of work assignment
2	QAPP	Before Task 3 work involving data analysis is begun
3a.	Outline of document	NLT 2 weeks following request
3b.	First draft of document	NLT 2 weeks following approval of 3a. deliverables
3c.	Final document	NLT 1 week following approval of 3b. deliverables

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-08

☐ Other ☒ Amendment Number:

000001

Contract Number
EP-W-16-009

Contract Period 04/18/2017 To 04/17/2018

Title of Work Assignment/SF Site Name

Base Option Period Number 1

Chemical Data Reporting

Contractor
ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 04/18/2017 To 04/17/2018

Comments:

The purpose of this amendment is to correct the period of performance.

Initiate work assignment for the New Period of Performance that begins on April 18, 2017. The Contractor

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

04/18/2017 To 04/17/2018

This Action:

0

Total:

0

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 2-08								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002								
Contract Number EP-W-16-009		Contract Period 04/18/2017 To 04/17/2018 Base Option Period Number 1								
Contractor ABT ASSOCIATES INC.		Title of Work Assignment/SF Site Name Chemical Data Reporting								
Specify Section and paragraph of Contract SOW										
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 04/18/2017 To 04/17/2018								
Comments: The Purpose of this amendment is to increase in the level of effort of 283 hours, for a total level of effort for this work assignment of 1,060 hours. The Contractor shall submit a work plan within 30 days of receipt of this work assignment.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
04/18/2017 To 04/17/2018				0						
This Action:				0						
Total:				0						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee		LOE:						
Cumulative Approved:		Cost/Fee		LOE:						
Work Assignment Manager Name Cynthia Bowie <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-7726 FAX Number:				
Project Officer Name Cynthia Bowie <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-7726 FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Jody Gosnell <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-4353 FAX Number:				

**Work Assignment 2-08
Amendment 1
STATEMENT OF
WORK
Contract EP-W-16-009**

TITLE: Chemical Data Reporting

Work Assignment Manager

Susan Sharkey
Existing Chemicals Branch
Chemical Control Division
Tel. (202) 564-8789
Email: sharkey.susan@epa.gov

Alternate Work Assignment Manager

Stephanie Jarmul
Existing Chemicals Branch
Chemical Control Division
Tel. (202) 564-6130
Email: jarmul.stephanie@epa.gov

Mail: U.S. EPA (7405M), Ariel Rios Bldg, 1200 Pennsylvania Ave, Washington, DC 20460
Courier: Room 4121Q, EPA East Building, 1201 Constitution Ave NW, Wash. DC 20004

LEVEL OF EFFORT

This amendment provides an increase in the level of effort of 283 hours, for a total level of effort for this work assignment of 1,060 hours.

PURPOSE

The purpose of this amendment is to increase the level of effort. There is no change to the rest of the document.

Develop reports and provide support related to Chemical Data Reporting (CDR).

This work assignment is intended to provide support to EPA related to the CDR, including the development or refinement of guidance documents, data and other analyses, searchable document archive, and meeting support.

BACKGROUND

Through the Toxic Substances Control Act (TSCA) Chemical Data Reporting (CDR) rule, the Environmental Protection Agency (EPA) collects exposure-related manufacturing, processing, and use data on certain chemicals listed on the TSCA Chemical Substance Inventory (TSCA Inventory), including chemicals listed as pesticide inert and precursor chemicals. Changes to the Inventory Update Reporting (IUR) rule were finalized in August 2011, resulting in the formation of the CDR rule. Since then, there have been two submission periods - one in 2012 and one in 2016. Any of the data submitted in response to the CDR rule may be claimed as confidential business information (CBI).

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The contractor shall use, and not duplicate, information developed under Work Assignment (WA) 1-08 of this contract, or under EPA contract EP-W-08-010, WA 6-4, and EP-W-12-001, WAs 3-01 and 4-05.

TASKS

Task 1. Work Plan

The contractor shall prepare a work plan that outlines, describes, and includes the technical approach, resources, timeline, and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

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WAM. The draft documents may be based on analysis provided by EPA and/or developed by the contractor. The contractor shall also properly format and finalize finished products. The contractor may also be asked to deploy a data visualization tool that would be viewed internally at EPA or shared externally with the public. This tool should allow users to explore relationships and visualize trends in the CDR data.

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- a. The contractor shall continue to develop the database to improve and enhance the search and archiving ability, based on written technical direction from the WAM.
- b. The contractor shall review the current data landscape as directed by the WAM via written technical direction to ensure that all relevant guidance is incorporated into the searchable database.
- c. The contractor shall enable access by selected EPA staff to test the database on a continuing basis.

For purposes of the work plan, the contractor shall assume that Task 5a is on hold, that about 3 documents currently in the database will be updated to reflect what is on the CDR website (e.g., Instructions for Reporting and Fact Sheets), and will do what is needed to maintain the current version of the database.

Task 5. Meeting and Outreach Support

From time to time, EPA requires support for meetings, including for public meetings. The contractor shall provide general meeting support, including meeting organization, room location and reservation, check-in, placards, note taking, and meeting recording and summary support.

For purposes of the work plan, the contractor shall assume providing full meeting support, described above, for 2 public meetings of 1-2 days per meeting.

Work under Task 5 will be initiated by the WAM via written technical direction. The technical direction will include the specific meeting support needed.

DELIVERABLES

Tasks	Assignments	Due Date
1	Prepare Work Plan	15 days after receipt of work assignment
2	QAPP	Before Task 3 work involving data analysis is begun
3a.	Outline of document	NLT 2 weeks following request
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3c.	Final document	NLT 1 week following approval of 3b. deliverables

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 2-09								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-16-009		Contract Period 04/18/2016 To 04/17/2018 Base Option Period Number 1								
Contractor ABT ASSOCIATES INC.		Title of Work Assignment/SF Site Name New & Existing Chem Exposure								
Specify Section and paragraph of Contract SOW										
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 04/18/2017 To 04/17/2018								
Comments: The purpose of this amendment is to correct the period of performance. Initiate work assignment for the New Period of Performance that begins on April 18, 2017. The Contractor										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
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4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
04/18/2016 To 04/17/2018				0						
This Action:				0						
Total:				0						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee		LOE:						
Cumulative Approved:		Cost/Fee		LOE:						
Work Assignment Manager Name Cynthia Bowie				Branch/Mail Code:						
				Phone Number: 202-564-7726						
(Signature)		(Date)		FAX Number:						
Project Officer Name Cynthia Bowie				Branch/Mail Code:						
				Phone Number: 202-564-7726						
(Signature)		(Date)		FAX Number:						
Other Agency Official Name Tracey Williams				Branch/Mail Code:						
				Phone Number:						
(Signature)		(Date)		FAX Number:						
Contracting Official Name Jody Gosnell				Branch/Mail Code:						
				Phone Number: 202-564-4353						
(Signature)		(Date)		FAX Number:						

Statement of Work

WA 2-09

Period of Performance: Date of initiation through December 31, 2017

TITLE: New and Existing Chemicals Exposure Support and Targeted Support for Updates to Existing Exposure Models

<u>Work Assignment Manager (WAM)</u>	<u>Alternate Work Assignment Manager</u>
David Tobias Assessment Branch 2 Risk Assessment Division Tel. (202) 564- 8533 Fax (202) 564-8534 Email: tobias.david@epa.gov U.S. Mail: U.S.EPA, 1200 Pennsylvania Ave., NW (7403-M), Washington, D.C. 20460-0001	Charles Bevington Assessment Branch 2 Risk Assessment Division Tel. (202) 564-8814 Fax (202) 564-8671 Email: Bevington.charles@epa.gov U.S. Mail: U.S. EPA, 1200 Pennsylvania Ave., NW (7403-M), Washington, D.C. 20460-0001

PURPOSE:

The primary purpose of this work assignment is to support the Risk Assessment Division in their responsibilities for the New Chemicals Program under the Chemical Safety in the 21st Century Act. No other tasks should supercede or prevent the ability of OPPT to maintain support for the New Chemicals Program through the period of performance.

BACKGROUND:

The Office of Pollution Prevention and Toxics (OPPT) of the Environmental Protection Agency (EPA) is responsible for work under a number of statutes including, principally, the Chemical Safety in the 21st Century Act and Pollution Prevention Act of 1990 (PPA). The mission of the office is to assure that industrial chemicals are designed, manufactured, processed and used in ways that maximize their benefits to society and minimize their impacts on human health and the environment; encourage the replacement of older, more hazardous chemicals and technologies with new, safer alternatives; and work to harness the use of pollution prevention technologies, whenever feasible.

OPPT has developed several exposure and fate models that help evaluate what happens to chemicals when they are used and released into the environment. In addition, these models estimate concentrations of pollutants and how populations of concern are exposed to chemicals. Populations of interest to OPPT include workers, the general public, consumers, low-income and minority populations, as well as aquatic and terrestrial organisms. Screening level models use readily available data and are designed to require minimal data entry and generally estimate conservative upper end scenarios. Higher Tier models require more detailed data entry and are designed to more closely represent exposure scenarios.

The tasks in this statement of work require contractors that are familiar with each module within E-FAST and NCEM which are the main software packages that OPPT uses to model environmental, general population and consumer exposures. The contractors must be familiar with the fate parameters (e.g. waste water treatment plant removal efficiency) and engineering release inputs that are necessary for producing the exposure assessments. At least one of the contractors should have over one year of experience performing exposure assessments using the NCEM model.

SCOPE OF WORK

This work assignment covers the assessment of New Chemicals with existing computerized models.

TASKS:

Task 1: Work plan and Administrative Matters

The contractor shall submit a work plan describing tasks, approach, schedule, and estimated direct labor hours by task and labor level, budget with costs broken down by line item; and proposed staff names, hours, and project roles. The contractor shall submit deliverables electronically unless otherwise requested by the EPA WAM. For work assignments that involve the collection, evaluation, and use of environmental data by and for the Agency, the contractor shall implement a quality system that meets ANSI standard E4-1994 and prepare a quality assurance project plan (QAPP) following EPA guidelines. The contractor shall prepare a quality assurance plan for activities under this work assignment that require such a plan, as identified in the initial work assignment, in WA amendments, or by the EPA WAM through technical direction. The Contractor shall notify the WAM and CO when 75, 90, and 100% of approved hours have been expended.

Task 2: Assessing New Chemicals

This part of the statement of work is expected to only occur for a small duration before this work moves to a RAD task order contract. It may be necessary to use this until all the documents (e.g. QAPP) are approved for the use of the task order contract.

The contractor shall support RAD in meeting the objectives of this work assignment and its responsibilities under TSCA Section 5 by performing the following:

Subtask 2.1: The contractor shall provide technical support for EPA's New Chemicals Program by preparing Initial Review Exposure Reports (IRExRs) and post-FOCUS reports according to the *Guidelines for Completing Initial Review Exposure Reports (IRExRs) for New Chemical Substances*; historically, there are about 8 to 24 assessments weekly. Contractor work on IRExRs scheduled to go the FOCUS meeting shall be done during approximately 8:30 AM to 5 PM on the day prior to the FOCUS meeting. No more than one contractor employee shall work on IRExRs or post-FOCUS reports at EPA at one time unless arrangements for additional staff are approved by the EPA WAM. After completion of the IRExRs per work day, the contractor shall use time remaining in that day to complete post-FOCUS reports, e.g., Standard Reviews and Special Information Requests, in the order that they are received. Changes to this direction will be designated by the EPA WAM in written technical direction.

The contractor shall make a copy of each new chemical report on media designated for CBI (Confidential Business Information) documents. The contractor shall complete new chemical reports using templates, software, and/or

guidance provided by the EPA WAM, as described in the approved Quality Assurance Project Plan (QAPP). Changes to this direction will be provided by the EPA WAM in written technical direction. The contractor shall maintain copies of all work documentation to include templates, assumptions, raw data, calculation, and information used or produced during the course of this subtask.

Subtask 2.2: The contractor shall acquire data to complete New Chemical reviews; for example, researching facility-specific information for post-FOCUS cases, about once or twice per month.

Subtask 2.3: The contractor shall complete sanitization of IRExRs for cases on an as needed basis. Cases will be identified through technical direction received from the WAM.

Task 3: Exposure Assessment Needs and Quick Response Tasks

The contractor shall provide technical assistance, as needed, to support work in developing additional data, models or approaches for exposure scenarios of interest to OPPT. The contractor shall respond to "quick action" requests from the WAM to provide required technical support as requested and are generally completed within a few days of receipt of technical direction. Within the period of performance, the contractor may assume no more than two targeted requests.

Task 4: Existing Chemicals

The contractor shall work with EPA to iterate reporting templates for various types of exposure data. Types of data include exposure monitoring, exposure modeling inputs, and exposure factors for different exposure scenarios. While some reporting templates such as the exposure monitoring template are well defined, others are less well thought out. The contractor shall also develop an initial template which contains only summary-level information and a full template which includes all data fields from a given data source. The contractor shall also work with EPA to finalize a reporting template to track data sources as they are reviewed. The intent of this reporting template is for both EPA and Versar to maintain up to date records of which data sources have had an 1) initial QA screen (proposed EPA) 2) final QA screen (proposed Versar) 3) initial summary report/table and/or final summary report/table (proposed Versar) 4), and final review of data source (proposed EPA). In addition to QA criteria, this tracking spreadsheet will include data field(s) that indicate whether the data from that exposure data source does or does not need to be summarized in the exposure assessment and why.

The deliverable will be a set of reporting templates and a tracking spreadsheet.

Task 5 Tools and Models

The contractor shall complete initial model development and design for surface water models. The contractor shall include E-FAST PDM, REACHSCAN, RSEI, and VVWM in an initial comparison. The programming language, model inputs, model outputs, and available data sources shall be included in a comparison spreadsheet. The contractor shall make a recommendation for no more than two surface water models to retain, including a recommended programming language and harmonization approach for graphical user interface if more than one surface water model is selected. The contractor shall provide a visual display of processes that are and are not included in the proposed modeling approach. This visual display shall be incorporated into a report that provides an overview of modeling

parameters included or excluded in the proposed modeling approach, associated data sources with those modeling parameters, and proposed metrics for flow and surface water concentration. The contractor shall continue to develop graphical user interfaces with recommendations for how model will work with the anticipated flow database. For example model inputs could be user defined and entered without defaults, have existing defaults that are unlikely to change, be selected from drop down menus that are called from a database, or be imported from a stand-alone database. Options for model design should consider readily available data sources that are likely to change from assessment to assessment (releases, site-specific flow, physical-chemical properties) and those that are unlikely to change from assessment to assessment (river dimensions, river characteristics, weather patterns).

The deliverable will be a comparison spreadsheet and an surface water model development and design report, anticipated to be approximately 20 pages (excluding references and tables), that contains the elements described above.

The contractor shall continue work initiated over the summer to update the flow database. The contractor shall incorporate feedback from EPA on NAICS codes and crosswalk of FRS facilities with NAICS codes and data extracted from the DMR loading tool to provide an interim draft flow database. The contractor shall provide an interim draft of an annotated outline that documents steps taken to generate the interim flow database. As an addendum to the annotated outline, the contractor shall provide proposed metrics for site specific or sector specific approaches (for example criteria that define the acceptability of a NAICS sector approach such a minimum sample size for facilities and minimum percent of rivers with 7Q10 flow exceeding effluent flow, and any statistical approaches that are planned to manipulate flow data once it is assembled into a database.

The deliverable will be an interim flow database and annotated outline/draft report for how the interim flow database was assembled anticipated to be approximately 10 pages (excluding references and tables).

Schedule of Deliverables

Tasks	Deliverables	Schedule
Task 1:	Project work plan	Work plan: Within 15 days after initiation of Work Assignment
Task 2:		
Sub Task 2.1	IRExRs and post-FOCUS reports	Twice weekly; Wednesday and Friday
Sub Task 2.2	Facility specific information	As specified in written technical direction
Sub Task 2.3	Sanitization	As specified in written technical direction
Task 3:	Exposure Assessment Needs and Quick Response Tasks	As needed during performance period
Task 4:	Existing Chemicals	As specified in written technical direction
Task 3:	Tools and Models	As specified in written technical direction

ANTICIPATED TRAVEL REQUIREMENT

Only local travel is anticipated for this work assignment.

OTHER:

The contractor shall produce a Quality Assurance Project Plan (QAPP) as part of its work plan for this work assignment that includes the QAPP from the 2013 contract year new chemicals work assignment (3-02) under this contract, plus the new Standard Operating Procedures developed during 2013. For enhanced QA/QC—as determined by the EPA WAM—the contractor shall follow guidance as directed by the EPA WAM, e.g., Chapter 3 from the *Guidance for Quality Assurance Project Plans for Modeling* (EPA QA/G-5M, December 2002).

All software application and web-based deliverables shall be compliant with the Section 508 accessibility standards of the Rehabilitation Act of 1973 (Act). Software application deliverables will be in compliance with the Section 508 standards, if they meet paragraphs (a) through (l) of Section 1194.21 of the Act. Web-based deliverables will be in compliance with the Section 508 standards, if they meet paragraphs (a) through (p) of Section 1194.22 of the Act. When preparing these deliverables, the Contractor shall refer to the most recent version of the Section 508 standards, which can be found at: <http://www.access-board.gov/sec508/guide/index.htm>. The contractor shall demonstrate Section 508 compliance of web-based deliverables by submitting a printout from a reputable Section 508 compliance software package showing that all priority 1 accessibility requirements have been met. The contractor shall identify the software package and version used if this information is not listed on the printout.

Although the same chemical may be submitted more than once in the New Chemicals Program, no additional work is done unless new information is part of the submission; strict record-keeping for chemical entries into the Office of Pollution Prevention and Toxics New Chemicals review system prevent duplication of effort.

Contractor employees assigned to assess new chemicals shall be cleared to handle TSCA Confidential Business Information (CBI).

The contractor shall track and report weekly on level of effort and funds consumed by task number above (per week and cumulative); these electronic reports, in Excel format, shall be in addition to the monthly reports required by the contract. The contractor shall notify EPA within two weeks of the work assignment's hours and approved budget reaching 75% and 90% exhaustion. The contractor shall immediately inform the EPA WAM of any problem that may impede performance during the period of this task. Toward the end of the work assignment, the contractor shall prepare a summary report listing all activities undertaken in the work assignment and their outcomes. Finally, the contractor shall list any recommendations/proposals relevant to the work assignment for consideration by EPA.

Technical direction must be within the contract and the work assignment statement of work. The Project Officer or any other technical representative of the Contracting Officer does not have the authority to issue technical direction which (1) institutes additional work outside the scope of the contract or work assignment; (2) constitutes a change as defined in the "Changes" clause; (3) causes an increase or decrease in the estimated cost of the contract; (4) alters the period of performance; or (5) changes any of the express terms or conditions of the contract or work assignment.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-09

☐ Other ☒ Amendment Number:
000001Contract Number
EP-W-16-009

Contract Period 04/18/2017 To 04/17/2018

Title of Work Assignment/SF Site Name

Base Option Period Number 1

New & Existing Chem Exposure

Contractor
ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:
☐ Work Assignment
☒ Work Assignment Amendment
☐ Work Plan Approval☐ Work Assignment Close-Out
☐ Incremental Funding

Period of Performance

From 04/18/2017 To 04/17/2018

Comments:

Revised SOW. New chemicals task stayed the same New Task #2. The existing chemicals task was deleted. (Original Task #4, New- Deleted.) The tools and models task was expanded with more detail. (Original Task #3 and #5, New- This is combined into an expanded Task #3-there are additional sub-tasks and more detail).

☐ Superfund

Accounting and Appropriations Data

☒ Non-SuperfundSFO
(Max 2) ☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 04/18/2017 To 04/17/2018 Cost/Fee: LOE: 0

This Action: 0

Total: 0

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee LOE:

Cumulative Approved: Cost/Fee LOE:

Work Assignment Manager Name David Tobias

Branch/Mail Code:

Phone Number: 202-564-8534

FAX Number:

(Signature) (Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature) (Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature) (Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature) (Date)

Statement of Work

Period of Performance: Date of initiation through December 31, 2017

Abt EPW16009

WA 2-09

TITLE: New and Existing Chemicals Exposure Support and Targeted Support for Updates to Existing Exposure Models

<u>Work Assignment Manager (WAM)</u>	<u>Alternate Work Assignment Manager</u>
David Tobias Assessment Branch 2 Risk Assessment Division Tel. (202) 564- 8533 Fax (202) 564-8534 Email: tobias.david@epa.gov U.S. Mail: U.S.EPA, 1200 Pennsylvania Ave., NW (7403-M), Washington, D.C. 20460-0001	Charles Bevington Assessment Branch 2 Risk Assessment Division Tel. (202) 564-8814 Fax (202) 564-8671 Email: Bevington.charles@epa.gov U.S. Mail: U.S. EPA, 1200 Pennsylvania Ave., NW (7403-M), Washington, D.C. 20460-0001

PURPOSE:

The primary purpose of this work assignment is to support the Risk Assessment Division in their responsibilities for the New Chemicals Program under the Chemical Safety in the 21st Century Act. No other tasks should supersede or prevent the ability of OPPT to maintain support for the New Chemicals Program through the period of performance.

BACKGROUND:

The Office of Pollution Prevention and Toxics (OPPT) of the Environmental Protection Agency (EPA) is responsible for work under a number of statutes including, principally, the Chemical Safety in the 21st Century Act and Pollution Prevention Act of 1990 (PPA). The mission of the office is to assure that industrial chemicals are designed, manufactured, processed and used in ways that maximize their benefits to society and minimize their impacts on human health and the environment; encourage the replacement of older, more hazardous chemicals and technologies with new, safer alternatives; and work to harness the use of pollution prevention technologies, whenever feasible.

OPPT has developed several exposure and fate models that help evaluate what happens to chemicals when they are used and released into the environment. In addition, these models estimate concentrations of pollutants and how populations of concern are exposed to chemicals. Populations of interest to OPPT include workers, the general public, consumers, low-income and minority populations, as well as aquatic and terrestrial organisms. Screening level models use readily available data and are designed to require minimal data entry and generally

estimate conservative upper end scenarios. Higher Tier models require more detailed data entry and are designed to more closely represent exposure scenarios.

The tasks in this statement of work require contractors that are familiar with each module within E-FAST and NCEM which are the main software packages that OPPT uses to model environmental, general population and consumer exposures. The contractors must be familiar with the fate parameters (e.g. waste water treatment plant removal efficiency) and engineering release inputs that are necessary for producing the exposure assessments. At least one of the contractors should have over one year of experience performing exposure assessments using the NCEM model.

SCOPE OF WORK

This work assignment covers the assessment of New Chemicals with existing computerized models.

TASKS:

Task 1: Work plan and Administrative Matters

The contractor shall submit a work plan describing tasks, approach, schedule, and estimated direct labor hours by task and labor level, budget with costs broken down by line item; and proposed staff names, hours, and project roles. The contractor shall submit deliverables electronically unless otherwise requested by the EPA WAM. For work assignments that involve the collection, evaluation, and use of environmental data by and for the Agency, the contractor shall implement a quality system that meets ANSI standard E4-1994 and prepare a quality assurance project plan (QAPP) following EPA guidelines. The contractor shall prepare a quality assurance plan for activities under this work assignment that require such a plan, as identified in the initial work assignment, in WA amendments, or by the EPA WAM through technical direction. The Contractor shall notify the WAM and CO when 75, 90, and 100% of approved hours have been expended.

Task 2: Assessing New Chemicals

This part of the statement of work is expected to only occur for a small duration before this work moves to a RAD task order contract. It may be necessary to use this until all the documents (e.g. QAPP) are approved for the use of the task order contract.

The contractor shall support RAD in meeting the objectives of this work assignment and its responsibilities under TSCA Section 5 by performing the following:

Subtask 2.1: The contractor shall provide technical support for EPA's New Chemicals Program by preparing Initial Review Exposure Reports (IRExRs) and post-FOCUS reports according to the *Guidelines for Completing Initial Review Exposure Reports (IRExRs) for New Chemical Substances*; historically, there are about 8 to 24 assessments weekly. Contractor work on IRExRs scheduled to go the FOCUS meeting shall be done during approximately 8:30 AM to 5 PM on the day prior to the FOCUS meeting. No more than one contractor employee shall work on IRExRs or post-FOCUS reports at EPA at one time unless arrangements for additional staff are approved by the EPA WAM. After completion of the IRExRs per work day, the contractor shall use time remaining in that day to complete post-FOCUS reports, e.g., Standard Reviews and Special Information Requests, in the order that they are received. Changes to this direction will be designated by the EPA WAM in written technical direction.

The contractor shall make a copy of each new chemical report on media designated for CBI (Confidential Business Information) documents. The contractor shall complete new chemical reports using templates, software, and/or guidance provided by the EPA WAM, as described in the approved Quality Assurance Project Plan (QAPP). Changes to this direction will be provided by the EPA WAM in written technical direction. The contractor shall maintain copies of all work documentation to include templates, assumptions, raw data, calculation, and information used or produced during the course of this subtask.

Subtask 2.2: The contractor shall acquire data to complete New Chemical reviews; for example, researching facility-specific information for post-FOCUS cases, about once or twice per month.

Subtask 2.3: The contractor shall complete sanitization of IRExRs for cases on an as needed basis. Cases will be identified through technical direction received from the WAM.

Task 3 Exposure Assessment Support Activities and Support for Exposure Tools, Models, and Applications

Exposure support activities not directly incorporated into an Exposure Assessment can be generally grouped into activities that support a wide range of chemical assessments. This could include model development including literature searching, research into appropriate inputs or software development including updates or fixes.

Sub Task 3-1: Surface Water Model Scoping: The contractor shall complete initial model development and design for surface water models. The contractor shall include E-FAST PDM, REACHSCAN, RSEI, and VVWM in an initial comparison. The programming language, model inputs, model outputs, and available data sources shall be included in a comparison spreadsheet. The contractor shall make a recommendation for no more than two surface water models to retain, including a recommended programming language and harmonization approach for graphical user interface if more than one surface water model is selected. The contractor shall provide a visual display of processes that are and are not included in the proposed modeling approach. This visual display shall be incorporated into a report that provides an overview of modeling parameters included or excluded in the proposed modeling approach, associated data sources with those modeling parameters, and proposed metrics for flow and surface water concentration. The contractor shall continue to develop graphical user interfaces with recommendations for how model will work with the anticipated flow database. For example, model inputs could be user defined and entered without defaults, have existing defaults that are unlikely to change, be selected from drop down menus that are called from a database, or be imported from a stand-alone database. Options for model design should consider readily available data sources that are likely to change from assessment to assessment (releases, site-specific flow, physical-chemical properties) and those that are unlikely to change from assessment to assessment (river dimensions, river characteristics, weather patterns).

The deliverable will be a comparison spreadsheet and surface water model development and design report, anticipated to be approximately 20 pages (excluding references and tables), that contains the elements described above.

Sub Task 3-2: Interim Flow Database The contractor shall continue work initiated over the summer 2016 to update the flow database. The contractor shall incorporate feedback from EPA on NAICS codes and crosswalk of FRS facilities with NAICS codes and data extracted from the DMR loading tool to provide an interim draft flow database. The contractor shall provide an interim draft of an annotated outline that documents steps taken to generate the interim flow database. As an addendum to the annotated outline, the contractor shall provide proposed metrics for site specific or sector specific approaches (for example criteria that define the acceptability of a NAICS sector approach such a minimum sample size for facilities and minimum percent of rivers with 7Q10 flow exceeding effluent flow, and any statistical approaches that are planned to manipulate flow data once it is assembled into a database.

The deliverable will be an interim flow database and annotated outline/draft report for how the interim flow database was assembled anticipated to be approximately 10 pages (excluding references and tables).

Sub Task 3-3: Soil Model Development

The contractor shall compete updates of the Sesoil in IGEMS with the last-released version (1995) from the National Oak Ridge Research Lab. This shall include reconfiguring the Sesoil program in IGEMS to accommodate any changes of data formats or additions of variables. The contractor shall develop a new GUI that will be developed according to the requirements from the WAM for the future use in OPPT chemical assessments. The new GUI will be a simplified application of the SESOIL program for OPPT. This application should retain the existing soil to groundwater approach from E-FAST and expand upon it by considering other capabilities of SESOIL. The contractor shall work collaboratively with EPA to design the model requirements, defaults, and outputs of the SESOIL application. At a minimum, the application should estimate soil and groundwater concentrations. The contractor shall update the SESOIL model user guide to document equations, defaults, and data sources used in the SESOIL application.

Sub-Task 3-4- Updates to IGEMS (MCCEM and WPEM)

The contractor shall deploy the new release of IGEMS (IGEMS2017) including MCCEM with User's Manual, FIAM, WPEM (with user's manual) on EPA's public server and OPPT CBI LAN server. The main IGEMS GUI page shall be modified by: removing the risk calculator from the application, reorganizing and re-presenting the models according to the WAM's instructions, and for WPEM, removing the DfE log from the model. The contractor shall work together with EPA NCC to document and correct any bugs, changes to security enhancement, or coding changes, as needed.

Sub-Task 3-5: Other Exposure Support activities and quick response tasks.

These are tasks where targeted support is provided to review additional data, develop models or approaches for exposure scenarios of interest to OPPT, develop guidance or standard operating procedures, or further refine an aspect of exposure assessment applicable to many chemicals. The contractor shall respond to "quick action" requests from the WAM to provide required technical support as requested and are generally completed within a few days of receipt of technical direction. Within the period of performance, the contractor may assume no more than two targeted requests.

Schedule of Deliverables

Tasks	Deliverables	Schedule
Task 1:	Project work plan	Work plan: Within 15 days after initiation of Work Assignment
Task 2:		
Sub Task 2.1	IRExRs and post-FOCUS reports	Twice weekly; Wednesday and Friday
Sub Task 2.2	Facility specific information	As specified in written technical direction
Sub Task 2.3	Sanitization	As specified in written technical direction
Task 3:	Exposure Assessment Support Activities and Support for Exposure Tools, Models, and Applications	As needed during performance period
Sub task 3.1	Surface Water Model Scoping	As needed during performance period
Sub task 3.2	Interim Flow Database	As needed during performance period
Sub task 3.3	Soil Model Development	As needed during performance period
Sub task 3.4	Updates to IGEMS (MCCEM and WPEM)	As needed during performance period
Sub task 3.5	Other Exposure Support activities and quick response tasks.	As needed during performance period

ANTICIPATED TRAVEL REQUIREMENT

Only local travel is anticipated for this work assignment.

OTHER:

The contractor shall produce a Quality Assurance Project Plan (QAPP) as part of its work plan for this work assignment that includes the QAPP from the 2013 contract year new chemicals work assignment (3-02) under this contract, plus the new Standard Operating Procedures developed during 2013. For enhanced QA/QC—as determined by the EPA WAM—the contractor shall follow guidance as directed by the EPA WAM, e.g., Chapter 3 from the *Guidance for Quality Assurance Project Plans for Modeling* (EPA QA/G-5M, December 2002).

All software application and web-based deliverables shall be compliant with the Section 508 accessibility standards of the Rehabilitation Act of 1973 (Act). Software application deliverables will be in compliance with the Section 508 standards, if they meet paragraphs (a) through (l) of Section 1194.21 of the Act. Web-based deliverables will be in compliance with the Section 508 standards, if they meet paragraphs (a) through (p) of Section 1194.22 of the Act. When preparing these deliverables, the Contractor shall refer to the most recent version of the Section 508 standards, which can be found at: <http://www.access-board.gov/sec508/guide/index.htm>. The contractor shall demonstrate Section 508 compliance of web-based deliverables by submitting a printout from a reputable Section

508 compliance software package showing that all priority 1 accessibility requirements have been met. The contractor shall identify the software package and version used if this information is not listed on the printout.

Although the same chemical may be submitted more than once in the New Chemicals Program, no additional work is done unless new information is part of the submission; strict record-keeping for chemical entries into the Office of Pollution Prevention and Toxics New Chemicals review system prevent duplication of effort.

Contractor employees assigned to assess new chemicals shall be cleared to handle TSCA Confidential Business Information (CBI).

The contractor shall track and report weekly on level of effort and funds consumed by task number above (per week and cumulative); these electronic reports, in Excel format, shall be in addition to the monthly reports required by the contract. The contractor shall notify EPA within two weeks of the work assignment's hours and approved budget reaching 75% and 90% exhaustion. The contractor shall immediately inform the EPA WAM of any problem that may impede performance during the period of this task. Toward the end of the work assignment, the contractor shall prepare a summary report listing all activities undertaken in the work assignment and their outcomes. Finally, the contractor shall list any recommendations/proposals relevant to the work assignment for consideration by EPA.

Technical direction must be within the contract and the work assignment statement of work. The Project Officer or any other technical representative of the Contracting Officer does not have the authority to issue technical direction which (1) institutes additional work outside the scope of the contract or work assignment; (2) constitutes a change as defined in the "Changes" clause; (3) causes an increase or decrease in the estimated cost of the contract; (4) alters the period of performance; or (5) changes any of the express terms or conditions of the contract or work assignment.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 2-10								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-16-009		Contract Period 04/18/2016 To 04/17/2018 Base Option Period Number 1								
Contractor ABT ASSOCIATES INC.		Title of Work Assignment/SF Site Name Implementation Support for TRI								
Specify Section and paragraph of Contract SOW										
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 04/18/2017 To 04/17/2018								
Comments: Initiating work assignment for TRI for the period of performance that began on June 13, 2017. The Contractor shall provide a workplan within 30 days of receipt of this work assignment.										
<input type="checkbox"/> Superfund		Accounting and Appropriations Data								
		<input checked="" type="checkbox"/> Non-Superfund								
SFO (Max 2) <input type="checkbox"/>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.								
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
04/18/2016 To 04/17/2018						0				
This Action:						0				
Total:						0				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee				LOE:				
Cumulative Approved:		Cost/Fee				LOE:				
Work Assignment Manager Name Stephanie Griffin <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-1463 FAX Number:				
Project Officer Name Cynthia Bowie <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-7726 FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Jody Gosnell <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-4353 FAX Number:				

Implementation Support for Toxics Release Inventory
Order Number: EP-W-16-009; Work Assignment: 2-10

Title: Regulatory Development Support

Period of Performance: June 13, 2017 to June 12, 2018

BACKGROUND

Each year regulated facilities under the Toxics Release Inventory (TRI) must submit annual reports on their toxic chemical releases and other waste management activities to EPA and the states. Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA) requires EPA to respond to petitions for modifications to the covered chemical list within 180 days. In addition to this statutory requirement, the TRI Program pursues rulemaking and guidance activities to improve the regulatory clarity for reporting facilities and to ensure the list of covered chemicals and industrial sectors achieve the goals of EPCRA and the Pollution Prevention Act of 1990.

The TRI Program conducts analyses to support TRI rulemaking activities, such as those impacting the list of covered chemicals, the universe of covered industry sectors, and other reporting requirements. Such rulemakings involve analytical work to: characterize the amount of additional information that would be collected by EPA; characterize the entities that may be impacted by a forthcoming regulation, and estimate the corresponding regulatory impact on such entities (i.e., economic analyses, benefits analyses). Other rulemaking-related work includes outreach activities (e.g., meetings, event planning); develop analysis methods and conduct economic analyses; and establish system(s) for tracking and organizing comments submitted in response to outreach efforts or proposed rulemaking. Other guidance-related work includes responding to inquiries and comments from reporting entities and the public, improving current guidance documents by clarifying language and updating information as needed, and improving access to the guidance documents provided online.

Additionally, the TRI program has implemented a database structure ("GuideME") suited for guidance on TRI reporting and regulations. GuideME users can search TRI guidance documents for chemicals and industries, Questions & Answers, and annual Reporting Forms and Instructions (RFI) documents.

Lastly, TRI reports require facilities to provide a Dun & Bradstreet number for both the facility and the parent company, as well as the name of the parent company. These elements have been the primary means for identifying corporate parents of facilities reporting to the TRI program. TRI is one of the most visible EPA databases and requires facilities to submit a parent company name on an annual basis. This task is designed to help address the "corporate linking" focus area, or parent company identification, of the TRI Program by providing the ability to link facility level information back to a corporate parent.

For the 2009 TRI reporting year, the TRI Program began to research parent company names and pre-populate them into TRI-MEweb in an effort to improve the overall quality and accuracy of this key TRI data element. This step was taken again in Reporting Years 2010 - 2015. Pre-populating parent company names resulted in marked improvements in the quality and accuracy of the overall TRI parent name information. Additionally, beginning with Reporting Year 2012, the TRI Program maintains a separate field in Envirofacts with standardized parent company names for TRI facilities in order to facilitate more meaningful analysis of TRI data at the corporate level by data users.

PURPOSE

The purpose of this work assignment is to obtain contractor support for: (1) TRI Program regulatory activities; (2) analyses or research in support of the TRI Program's own projects and undertakings or those from offices within EPA or other parts of the federal government; (3) continuing contractor support for placing guidance and similar materials into GuideME and to consider ways to further centralize and access TRI guidance and correspondence; and (4) creating file lists of standardized parent company names for use in TRI-MEweb, Envirofacts, the TRI

National Analysis, and other TRI-related applications/publications/analyses.

Some analyses and information development will be assigned to the contractor on an as needed basis by the WA COR, and will be within the scope of the Work Assignment. The WA COR will provide the contractor with specific guidance and direction for the analyses and the specific information or data is to be developed.

SCOPE OF WORK

Task 1: Prepare Work Plan and Provide Monthly Progress Reports

The contractor shall prepare a work plan within 15 calendar days of receipt of this Technical Directive. The work plan shall outline and describe the technical approach, resources (cost estimates and staffing), and a schedule for submitting deliverables to EPA. If necessary, the contractor shall revise the work plan within 5 calendar days of receipt.

The contractor shall also prepare monthly progress reports and include reporting on the status of quality assurance and quality control activities.

Task 2: Prepare a Quality Assurance Project Plan

The contractor shall submit a Quality Assurance Project Plan (QAPP) in accordance with the Agency requirements for QAPP (QA/R-5). Detailed information may be found at www.epa.gov/quality. The contractor shall update the QAPP as needed. For QAPP revisions, the contractor shall provide a list summarizing changes from the prior approved QAPP.

The QAPP documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a QAPP following OPPT/EPA guideline. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained.

All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf>. The contractor shall be responsible for the development and revisions to the QAPP.

Task 3: Provide Economic Analyses for Regulatory Activities

In reference to the Contract Statement of Work, this task falls under Section 1.6 ("Other Economic Analysis Support").

The contractor shall conduct and draft an economic analysis for a "parent company" definition rulemaking. The contractor shall expand upon a previously-conducted summary of the potential costs of various options of this proposed rulemaking.

Additionally, when requested by the WA COR, the contractor shall conduct and draft briefings of the economic analyses related to regulatory activities. Potential regulatory activities may include, but are not limited to: technical corrections in the Code of Federal Regulations for the *de minimis* exemption; updating TRI chemical identities; completing Information Collection Requests, and; any activities involving the TRI chemical list. The scope of the TRI regulatory activities that EPA may propose will be disclosed to the contractor when support under this task is needed. The economic analyses will quantify the costs to any affected entities (to be identified later) and characterize the benefits associated with making the facilities subject to the TRI reporting requirements. Analyses will also include an assessment of the effect of the options on small entities in accordance with the Regulatory Flexibility Act of 1980, as amended by the Small Business Regulatory Enforcement Fairness Act (SBREFA) of 1996.

Task 4: Providing Any Other Support Related to the TRI Regulatory Development Activities

In reference to the Contract Statement of Work, this task falls under Section 2.2 (“Provide Outreach, Briefings, Workshop and Meeting Support”) and Section 3.3 (“Information Tools”).

Upon request, the contractor shall provide any additional support related to regulatory development activities within the TRI Program. These activities may include, but are not limited to: analyses of exposure to the chemicals included on the TRI list of toxic chemicals and the risks posed by such exposures; supporting efforts to improve the clarity and accessibility of TRI guidance documents; reviewing and updating the Reporting Forms and Instructions Guidance and Form R, Form A, and Schedule 1; support Information Collection Requests and renewals by updating instructions and forms in response to proposed and finalized changes; creating methods to track and respond to comments regarding rulemaking or outreach efforts, and; analyses of impacts on potentially-affected entities of rulemaking efforts. The TRI Program also routinely conducts analyses in support of the program’s own projects and undertakings or those of from offices within EPA or other parts of the federal government. These analyses may involve the use of other pollutant release and transfer registries. It is not known at this time specifically what analyses or information may or will be needed, or if it will be needed.

Task 5: Continue Development and Support of Database and Interface

In reference to the Contract Statement of Work, this task falls under Section 3.3 (“Information Tools”).

The contractor shall continue to update the searchable guidance database so that it can feed multiple tools including systems like ECSS and TRI-MEweb, which should also be able to access data stored in this database. This access may take the form of a RESTful Web Service or through a static output (e.g., csv). EPA will work with the contractor to explore options and continue to develop the database and interfaces via EPA oversight.

Upon request, the contractor shall provide any additional support related to this project.

Task 6: Review and Incorporate Guidance Documents into Database

In reference to the Contract Statement of Work, this task falls under Section 3.3 (“Information Tools”).

The contractor shall continue review the current data landscape as directed by EPA to ensure that all relevant guidance is incorporated into the searchable database. Specific tasks may include, but are not limited to:

- As appropriate, flag and/or comment on data that are inaccurate, confusing, out-of-date, or otherwise need review.
- Track correspondence that has been resolved, or the thread of correspondence.
- Summarize correspondence for subjects/short search terms.

As requested, the contractor shall summarize its efforts for EPA review.

GuideME contains data that already exists in digital, database styled formats. The contractor shall investigate options and requirements for including guidance not currently in a database format (e.g., RFI, chemical and industry specific guidance documents) to ensure that the searchable database structure can handle TRI guidance in a variety of forms.

EPA will remove outdated guidance, add new guidance, and clarify existing guidance. In addition to helping the EPA review guidance, the contractor shall work with the EPA to design the database and interface to support efforts to update the content of guidance. Such support could include, but is not limited to, incorporating review processes into the interface and enabling the tracking of and commenting on proposed changes/additions/deletions to guidance.

Task 7: Corporate Linking in TRI Facility Information Reporting

Use the initial list of Parent Companies reported by facilities for Reporting Year (RY) 2016 to develop a thorough list of accurate Parent companies documented from independent sources, formatted in a manner to easily input into the TRI-MEweb software. The contractor will provide an initial list of Parent companies to EPA in an easily usable format at least one month prior to the finalization of the National Analysis dataset for RY 2016 so that EPA can contact facilities with apparent errors.

Use the final list of Parent Companies reported by facilities for RY 2016 to develop a thorough list of accurate Parent companies documented from independent sources and facility responses, formatted in a manner to be easily input into TRIPS/Envirofacts. The contractor will provide this list of Parent companies to EPA in an easily usable format at least one day prior to the finalization of the National Analysis dataset for RY 2016.

Use the list of Parent Companies reported by facilities for RY 2016 to develop a thorough list of accurate Parent companies documented from independent sources, formatted in a manner to be easily input into the TRI-MEweb software. The contractor will provide an initial list of Parent companies to EPA in an easily usable format one month prior to the scheduled release of the TRI-MEweb software for TRI reporting year 2017.

Perform a comparative analysis of the parent company data reported to TRI in RY2016 with most recent parent data reported to the Greenhouse Gas Program. The contractor will provide a comparative analysis report 2 months after the GHG program publishes their data.

DELIVERABLE SCHEDULE

TASKS	ASSIGNMENTS	DUE DATE
1a.	Prepare work plan	15 calendars day of receipt
1b.	Revised work plan, if needed	5 calendar days of receipt, if needed
1c.	Provide monthly QA/QC progress reports	End of each month
2.	Quality Assurance Project Plan	15 calendar days of receipt
3a.	Provide economic analysis for parent company rulemaking	As needed, per direction of COR WAM
3b.	Provide economic analyses for future regulatory activities, as needed	As needed, per direction of COR WAM
4.	Provide additional support related to TRI regulatory development activities	As needed, per direction of COR WAM
5.	Continue to develop and support TRI's GuideME database	As needed, per direction of COR WAM
6a.	Review and incorporate guidance into GuideME	On a continuing basis, per direction of COR WAM
6b.	Provide technical support to EPA's updates to guidance materials	As needed, per direction of COR WAM
7a.	Download Initial List of Reported Name	July 28, 2017
7b.	List of Parent Companies to Contact	September 2017
7c.	List of Parent Companies for Envirofacts	October 2017

7d.	List of Parent companies for TRI-MEweb	December 2017
7e.	TRI/GHG Comparative Report	2 Months after GHG data published

POINT OF CONTACT

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Implementation Support for Toxics Release Inventory
Order Number: EP-W-16-009; Work Assignment: 2-11

Title: Ranking of TRI Solvent Chemicals and Data Visualizations

Period of Performance: August 25, 2017 – April 17, 2018

BACKGROUND

The Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) section 313 established the Toxics Release Inventory (TRI) program and requires certain facilities to submit annual reports to EPA and state and tribal governments on the quantities of toxic chemicals released into the environment during the year. In 1990, Congress passed the Pollution Prevention Act (PPA) and section 6607 required facilities to report additional data that pertains to waste management and source reduction activities. These additional waste management data include, for example, quantities of a toxic chemical recycled, combusted for energy recovery, treated, and production ratio. Each year, TRI compiles the data submitted by facilities and makes the data accessible to the public through various data tools and other communication products.

The TRI Program conducts analyses to support EPCRA activities, such as those relating to industry sector profiling, chemical profiling, facility spotlights, and hazard ranking. Such analysis aims to characterize the industry sector or chemical to track progress towards reducing chemical waste and identify opportunities for additional support; highlight facilities that are lead performers and may serve as an example to other facilities; identify additional guidance or modifications that may be need for improved industry and solvent chemicals reporting and improved access and use of TRI information for the public. Analytical efforts result in reports, factsheets, rankings, diagrams, or spotlight features, recommendations for improvements, and visualization products.

The TRI Data Quality and Analysis Branch aims to improve the quality & usefulness of the TRI data by gathering information on hazardous chemicals and industry's undertakings to eventually inform the public via interactive and innovative visualizations. These tasks respect EPCRA by ensuring the public is aware of what is happening in its community and of the like.

PURPOSE

The purpose of this work assignment is to obtain contractor support for: (1) preparing work plans and monthly progress reports costing \$2,000 USD, (2) continuing the ranking of hazardous TRI solvent chemicals costing \$18,000 USD, and (3) developing a web-based interactive metal mining diagram costing \$10,000 USD, totaling to \$30,000 USD.

Some analyses and information development will be assigned to the contractor on an as needed basis by the WA COR, and will be within the scope of the Work Assignment. The WA COR will provide the contractor with specific guidance and direction for the analyses and the specific information or data is to be developed.

SCOPE OF WORK

Task 1: Prepare Work Plan and Provide Monthly Progress Reports (\$2K)

The contractor shall prepare a work plan within 10 calendar days of receipt of this Technical Directive. The work plan shall outline and describe the technical approach, resources (cost estimates and staffing), and a schedule for submitting deliverables to EPA. If necessary, the contractor shall revise the work plan within 5 calendar days of receipt.

The contractor shall also prepare monthly progress reports and include reporting on the status of quality assurance and quality control activities.

Task 2: Prepare a Quality Assurance Project Plan

The contractor shall submit a Quality Assurance Project Plan (QAPP) in accordance with the Agency requirements for QAPP (QA/R-5). Detailed information may be found at www.epa.gov/quality. The contractor shall update the QAPP as needed. For QAPP revisions, the contractor shall provide a list summarizing changes from the prior approved QAPP.

The QAPP documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a QAPP following OPPT/EPA guideline. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained.

All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf>. The contractor shall be responsible for the development and revisions to the QAPP.

Task 3: Hazard Ranking of TRI Solvent chemicals (\$18K)

The Contractor shall continue the hazard ranking of TRI solvent chemicals, which was started in 2016 by the Contractor under direction of the TRI Program's COR. In April of 2016, Abt Associates submitted a memorandum to EPA titled *Report on Tier 1 Assessment of Alternatives Assessment Pilot Program – Testing the Approach to Selecting Alternative Chemicals Among the Toxics Release Inventory Chemicals*. The memorandum outlined a process by which alternatives assessment based approaches were used to rank organic solvents based on their inherent hazards in order to assist Toxic Release Inventory (TRI) reporters in selecting safer alternative chemicals, even among TRI-listed chemicals. The Contractor shall use the hazard ranking approach described in this memo. The TD-COR will direct the Contractor on which chemicals to rank.

Task 4: Development of a Metal Mining Diagram (\$10K)

When directed by the TD-COR, the Contractor shall continue development of the web-based interactive diagram of a metal mining facility, including visual depictions of the meaning of some of the operations conducted at metal mining facilities (e.g., extraction, beneficiation), and some of the TRI-relevant terminology that pertains to metal mining facilities (e.g., tailings, waste rock). The diagram shall be similar in appearance and functionality to the generic facility diagram that is currently accessible through the TRI Program's Internet site: <http://www.epa.gov/toxics-release-inventory-tri-program/explore-tri-facility>

DELIVERABLE SCHEDULE

TASKS	ASSIGNMENTS	DUE DATE
1a.	Prepare work plan	10 calendars day of receipt
1b.	Revised work plan, if needed	5 calendar days of receipt, if needed
1c.	Provide monthly QA/QC progress reports	End of each month
2.	Quality Assurance Project Plan	15 calendar days of receipt
3.	Provide analytical and research support for P2 and other Hazard ranking of TRI solvent chemicals	As needed, per direction of COR WAM
		As needed, per direction of COR WAM
4.	Provide data quality	As needed, per direction of COR WAM

	support related to data visualizations on metal mining diagram	
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Point of Contact:

Diana Wahler, TD-COR

TRI Data Quality and Analysis Branch

OCSP/OPPT/TRIPD

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EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 2-12								
Contract Number EP-W-16-009		Contract Period 04/18/2016 To 04/17/2018 Title of Work Assignment/SF Site Name Support OSCP Websites								
Contractor ABT ASSOCIATES INC.		Specify Section and paragraph of Contract SOW								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 04/18/2017 To 04/17/2018								
Comments: Initiating work assignment on EPW16009. Contractor shall provide a workplan within 30 days of receipt of the work assignment.										
<input type="checkbox"/> Superfund		Accounting and Appropriations Data								
<input checked="" type="checkbox"/> Non-Superfund		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.								
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
04/18/2016 To 04/17/2018				0						
This Action:				0						
Total:				0						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name William Wooge						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-8476				
						FAX Number:				
Project Officer Name Cynthia Bowie						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-7726				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Jody Gosnell						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-4353				
						FAX Number:				

Contract Number: EP-W-16-009

Work Assignment Number: 2-12

Title: EPA Office of Science and Coordination Policy Websites Support

Purpose:

This work assignment, *EPA Office of Science and Coordination Policy Websites Support*, will provide technical support to the Office of Science Coordination and Policy (OSCP) in EPA's Office of Chemical Safety & Pollution Prevention (OCSPP) for developing and managing web content for its three (3) websites. No work performed under previous task orders or work assignments will be duplicated under Work Assignment 2-12, EP-W-16-009.

I. Background

This work assignment, *EPA Office of Science and Coordination Policy Websites Support*, will provide technical support for developing and publishing web content on three (3) OSCP websites: <https://www.epa.gov/endocrine-disruption>, <https://www.epa.gov/sap>, and <https://www.epa.gov/tsca-peer-review>.

The Endocrine Disruptor Screening Program (EDSP) (<https://www.epa.gov/endocrine-disruption>) was established in 1998 under authorities contained in the 1996 Food Quality Protection Act (FQPA) and the 1996 Safe Drinking Water Act (SDWA) amendments. As mandated by these statutes, the EDSP develops a screening program to determine whether certain substances may have endocrine activity in humans and wildlife. The US EPA has developed a two tiered approach for screening chemicals and pesticides. The Tier 1 battery is used to identify substances that have potential to interact with the estrogen, androgen or thyroid hormone pathways. The Tier 2 tests identify and establish dose response information for adverse effects for substances identified in the Tier 1 screening. In 2015, the EPA indicated that ToxCast high throughput screening data and computational models would be used in the prioritization and screening of a chemical's potential endocrine bioactivity and exposure--in particular, the estrogen, androgen, or thyroid hormone pathways in humans and wildlife. This approach will allow nearly 20 times the current number of screenings to be performed while nearly eliminating animal testing, allowing the program to meet its goals with a relatively level budget. This increased use of alternative testing methodologies will improve the output of screening results, allowing for greater coverage of the endocrine system.

The Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) Scientific Advisory Panel (SAP) (<https://www.epa.gov/sap>) was established by Congress in 1975 through the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) and operates in accordance with the Federal Advisory Committee Act (FACA) of 1972. The FIFRA SAP provides independent scientific advice to the EPA on health and safety issues related to pesticides. The SAP is comprised of biologists, statisticians, toxicologists and other experts and is augmented by members of the Food Quality Protection Act (FQPA) Science Review Board (SRB). The scientists of the FIFRA SAP and FQPA SRB neither make nor recommend policy decisions. They provide advice on the science used to make these decisions.

The Science Advisory Committee on Chemicals (SACC) (<https://www.epa.gov/tsca-peer-review>) was established by Congress in 2016 through Frank R. Lautenberg Chemical Safety for the 21st Century Act and operates in accordance with the Federal Advisory Committee Act (FACA) of 1972. The SACC provides independent scientific advice and recommendations to the EPA on the scientific and technical aspects of risk assessments,

methodologies, and pollution prevention measures and approaches for chemicals regulated by TSCA. The SACC is comprised of experts in toxicology, environmental risk assessment, exposure assessment and related sciences, e.g., synthetic biology, pharmacology, biotechnology, nanotechnology, biochemistry, biostatistics, PBPK modeling, computational toxicology, epidemiology, environmental fate, and environmental engineering and sustainability. The scientists of the SACC neither make nor recommend policy decisions. They provide advice on the science used to make these decisions.

II. Statement of Work

Subtask 1: Work Plan and Task Management

1. The contractor shall prepare and submit a work plan in accordance with the requirements of this contract. Work under this subtask will include participating in conference calls, preparing monthly progress reports, and other task management activities.
2. The contractor shall immediately notify the EPA WA COR if there are any problems that affect the production and delivery of deliverables.

Subtask 2. Development and Management of the Endocrine Disruptor Screening Program's Website

1. The Contractor shall draft and manage content for the EDSP website (<https://www.epa.gov/endocrine-disruption>) according to all EPA Web standards, procedures and policies regarding publishing on EPA's website (see <https://www.epa.gov/web-policies-and-procedures/policies-and-procedures>).
2. Activities include, but are not limited to:
 - a. Organizing content on the EDSP website
 - b. Updating content on the EDSP website (e.g., revising the content on existing webpages or creating new linkages to other webpages).
 - c. Posting materials (or adding linkages) on the EDSP website, e.g., Comprehensive Management Plan, Annual reports, and new EDSP guidance documents.
 - d. Creating graphics that can be used to facilitate understanding of the EDSP, e.g., graphs, charts, and workflow diagrams.
 - e. Developing other relevant EDSP content.
3. The contractor shall provide draft content to the EPA WA COR for review.
4. The contractor shall post final content to the applicable website and/or related websites following review and approval by the EPA WA COR.

Subtask 3: Development and Management of the FIFRA SAP and TSCA SACC Websites

1. The Contractor shall draft and manage content for the FIFRA SAP and TSCA SACC websites according to all EPA Web standards, procedures and policies regarding publishing on EPA's website (see <https://www.epa.gov/web-policies-and-procedures/policies-and-procedures>).
2. Activities include, but are not limited to:

- a. Organizing and updating content on each website, e.g., meeting materials
 - b. Posting content (or adding linkages) on each website
 - c. Creating graphics that can be used to facilitate understanding of FIFRA SAP and TSCA Scientific Advisory Committee on Chemicals, e.g., graphs, charts, and workflow diagrams.
 - d. Developing other relevant content.
3. The contractor shall provide draft content to the EPA WA COR for review.
 4. The contractor shall post final content to the applicable website and/or related websites following review and approval by the EPA WA COR.

III. Deliverables

The contractor shall provide deliverables as shown in Table 1.

Table 1. Deliverables and Schedule

Tasks	Deliverables	Due Dates
Subtask 1	Work plan and task management The contractor shall prepare and submit the work plan in accordance with contract requirements.	
Subtask 2	Development and Management of the Endocrine Disruptor Screening Program's Website	At Work Assignment COR's request.
Subtask 3	Development and Management of the FIFRA SAP and TSCA SACC Websites	At Work Assignment COR's request.

1. EPA will approve the work plan within 30 days.
2. A Quality Assurance Project Plan (QAPP) is not required.
3. This work assignment does involve the use of Confidential Business Information (CBI).
3. The Contractor shall follow all EPA Web standards, procedures and policies regarding publishing on EPA's website (see <https://www.epa.gov/web-policies-and-procedures/policies-and-procedures>).
 - a. EPA Web Standards
 - b. One EPA Web Guidance
 - c. EPA Web Policies and Procedures
 - d. EPA Web Governance
2. The Contractor shall ensure that all web-based deliverables shall be compliant with the §508 accessibility standards of the Rehabilitation Act of 1973 (Act) (see EPA Policy: Accessible Electronic and Information Technology Standards, Procedures and Guidance: Accessible Electronic and Information Technology). When preparing these deliverables, the Contractor shall refer to the most recent version of the §508 standards, which can be found at: <http://www.access-board.gov/sec508/guide/index.htm>.
4. Contractor personnel shall at all times identify themselves as contractor employees, and shall not present themselves as EPA employees. Furthermore, they shall not represent view of the U.S. Government, EPA, or its employees. In addition, the contractor shall not engage in inherently governmental activities,

including, but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead other than routine correspondences.

IV. Period of Performance

This Work Assignment will start with the date of the Contracting Officer's signature and extend through June 12, 2018.

V. Estimated Level of Effort: 150 professional hours.

VI. EPA Contacts:

Primary Contracting Officer Representative

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EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 2-13 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-16-009		Contract Period 04/18/2016 To 04/17/2018 Base Option Period Number 1								
Contractor ABT ASSOCIATES INC.		Title of Work Assignment/SF Site Name Pollution Prevention Support								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 04/18/2017 To 04/17/2018								
Comments: Initiating a work assignment for Pollution Prevention Support. Contractor shall provide a work plan within 30 Days of receipt of the work assignment.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
04/18/2016 To 04/17/2018				0						
This Action:				0						
Total:				0						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee		LOE:						
Cumulative Approved:		Cost/Fee		LOE:						
Work Assignment Manager Name Sandra Gaona						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-566-0687				
						FAX Number:				
Project Officer Name Cynthia Bowie						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-7726				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Jody Gosnell						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-4353				
						FAX Number:				

Implementation Support for Toxics Release Inventory
Order Number: EP-W-16-009; Work Assignment: 2-13

Title: Pollution Prevention Support

Period of Performance: June 13, 2017 to June 12, 2018

BACKGROUND

The Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) section 313 established the Toxics Release Inventory (TRI) program and requires certain facilities to submit annual reports to EPA and state and tribal governments on the quantities of toxic chemicals released into the environment during the year. In 1990, Congress passed the Pollution Prevention Act (PPA) and section 6607 required facilities to report additional data that pertains to waste management and source reduction activities. These additional waste management data include, for example, quantities of a toxic chemical recycled, combusted for energy recovery, treated, and production ratio. Each year, TRI compiles the data submitted by facilities and makes the data accessible to the public through various data tools and other communication products.

The TRI Program conducts analyses to support P2 activities, such as those relating to industry sector profiling, chemical profiling, facility spotlights, P2-related data elements. Such analysis aims to characterize the industry sector or chemical to track progress towards reducing chemical waste and identify opportunities for additional support; highlight facilities that are lead performers and may serve as an example to other facilities; identify additional guidance or modifications that may be needed for improved pollution prevention reporting and improved access and use of the P2 data elements. Analytical efforts result in reports, factsheets or spotlight features, TRI National Analysis sections, recommendations for improvements, and visualization products. The main resource for accessing and exploring TRI's pollution prevention information is TRI's P2 Search Tool. Additional resources have been developed such as the QlikSense Food App to support broader OPPT work areas specifically the P2's national emphasis area on Food and the P2 Analysis App to better track reporting and support internal data quality efforts.

The TRI P2 program aims to improve the quality & usefulness of the P2 data TRI collects; make TRI's P2 data accessible in a user-friendly manner that facilitates effective use; and raise awareness of TRI's P2 data and encourage stakeholders to use it to reduce pollution.

PURPOSE

The purpose of this work assignment is to obtain contractor support for: (1) P2-related analyses or research in support of the TRI Program's own projects and undertakings or those from offices within EPA or other parts of the federal government; (2) P2 data quality efforts before or after baseline files for use in TRI-MEweb, TRIPS, Envirofacts, the TRI National Analysis, and other TRI-related applications/publications/analyses; and (3) P2 outreach efforts and development of products to raise awareness or improve user experience.

Some analyses and information development will be assigned to the contractor on an as needed basis by the WA COR, and will be within the scope of the Work Assignment. The WA COR will provide the contractor with specific guidance and direction for the analyses and the specific information or data to be developed.

SCOPE OF WORK

Task 1: Prepare Work Plan and Provide Monthly Progress Reports

The contractor shall prepare a work plan within 15 calendar days of receipt of this Technical Directive. The work plan shall outline and describe the technical approach, resources (cost estimates and staffing), and a schedule for submitting deliverables to EPA. If necessary, the contractor shall revise the work plan within 5 calendar days of receipt.

The contractor shall also prepare monthly progress reports and include reporting on the status of quality assurance and quality control activities.

Task 2: Prepare a Quality Assurance Project Plan

The contractor shall submit a Quality Assurance Project Plan (QAPP) in accordance with the Agency requirements for QAPP (QA/R-5). Detailed information may be found at www.epa.gov/quality. The contractor shall update the QAPP as needed. For QAPP revisions, the contractor shall provide a list summarizing changes from the prior approved QAPP.

The QAPP documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a QAPP following OPPT/EPA guideline. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained.

All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf>. The contractor shall be responsible for the development and revisions to the QAPP.

Task 3: Provide Analytical and Research Support for P2 and Other Sustainable Development Activities

In reference to the Contract Statement of Work, this task falls under Section 2.1 ("Support DfE, Green Chemistry, and Other Pollution Prevention Activities").

When requested by the WA COR, the contractor shall conduct analyses and research to support P2 activities such as industry sector profiling or chemical profiling. Additional work may be necessary to complete the automotive and food sector profiles and future chemical profiles will likely focus on TSCA workplan chemicals and sets of chemicals based on uses such as solvents. The TRI Program also routinely conducts analyses in support of the program's own projects and undertakings or those of from offices within EPA or other parts of the federal government. This may include global-scale analyses of data from the TRI and other pollutant release and transfer registers (PRTs). Special analyses to supplement standard charts and figures presented in the TRI National Analysis P2 Chapter may also be required. Other routine activities that may require analytical support may include, but are not limited to efforts to improve: the clarity of TRI P2 guidance and instruction documents; the business rules for calculated values and report design, and the data structure for access and subsequent use.

Task 4: Provide data quality support related to P2

In reference to the Contract Statement of Work, this task falls under Section 2.1 ("Support DfE, Green Chemistry, and Other Pollution Prevention Activities") and Section 3.3 ("Information Tools").

TRI reports for the 2016 reporting year (RY) must be submitted by July 1, 2017. Following the reporting deadline, the contractor shall conduct analysis of 8.11 P2 related comments to ensure all comments are classified. When requested, the contractor shall provide additional data quality support for P2-related efforts.

Task 5: Provide P2 Outreach and Product Support

In reference to the Contract Statement of Work, this task falls under Section 2.2 ("Provide Outreach, Briefings, Workshop and Meeting Support") and Section 3.3 ("Information Tools").

Upon request, the contractor shall provide support to TRI's P2-related outreach efforts. This may include updates to the P2 data overview factsheet, development of additional "how-to" documents, updates to the "quick start" guide, webinar support, updates to the P2 webpage, or development of other products such as customized visualization applications to improve exploration and usability of P2 data.

Development of the P2 data and analytics application will likely continue for an improved user-friendly interface for viewing the P2 reporting statistics and analyses compiled for RY'15 and prior reporting years. This project will serve as model for other EPA programs looking to use analytics in program evaluation.

DELIVERABLE SCHEDULE

TASKS	ASSIGNMENTS	DUE DATE
1a.	Prepare work plan	15 calendars day of receipt
1b.	Revised work plan, if needed	5 calendar days of receipt, if needed
1c.	Provide monthly QA/QC progress reports	End of each month
2.	Quality Assurance Project Plan	15 calendar days of receipt
3.	Provide analytical and research support for P2 and other sustainable development activities	As needed, per direction of COR WAM
4a.	Provide data quality support related to P2	As needed, per direction of COR WAM
4b.	Conduct analysis and classification of P2 optional text	As needed, per direction of COR WAM
5a.	Provide P2 Outreach and Product Support	As needed, per direction of COR WAM
5b.	Continue development of the P2 Data and Analytics application	As needed, per direction of COR WAM

Point of Contact:

Sandra Gaona, TD-COR
 TRI Data Quality and Analysis Branch
 OCSP/OPPT/TRIPD
 Phone: 202-566-0687
 Email: gaona.sandra@epa.gov

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-14

☐

Other

☐

Amendment Number:

Contract Number

EP-W-16-009

Contract Period 04/18/2016 To 04/17/2018

Base

Option Period Number 1

Title of Work Assignment/SF Site Name

TRI Data Quality & Enforcement

Contractor

ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 04/18/2017 To 04/17/2018

Comments:

Initiating work assignment on the Abt Contract. Contractor shall submit a work plan within 30 days of receipt of the work assignment.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2016 To 04/17/2018

Cost/Fee:

LOE: 0

This Action:

0

Total:

0

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Velu Senthil

Branch/Mail Code:

Phone Number: 202-566-0749

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

Implementation Support for Toxics Release Inventory

Work Assignment Title: TRI Data Quality and Enforcement Support

Estimated Period of Performance: September 01, 2017 – June 17, 2018

BACKGROUND

Under Section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA), regulated facilities must submit annual reports on their toxic chemical releases and other waste management activities to EPA and the states. In addition, Section 6607 of the Pollution Prevention Act of 1990 requires regulated facilities to submit information on their pollution prevention activities. Each year, EPA compiles the data submitted by facilities in the Toxics Release Inventory (TRI) and makes the data available to the public.

The TRI Program is committed providing high quality data to the public. The TRI Program conducts data quality improvements throughout the life cycle of the TRI data collection through public data release. The contractor shall develop a TRI Data Quality Calls Reports (TDQCR) for reporting years as per directions from work assignment COR. In addition, the contractor shall perform analyses and develop reports for various TRI data quality activities mentioned in this technical directive such as, but not limited to, discrepancies in facility-specific information, federal facilities designation, latitude-longitude information for new facilities, offsite transfer information, source reduction information and release and other waste management information as per directions from work assignment COR.

PURPOSE

The purpose of this work assignment is to obtain contract support for a draft and update of the TDVCR and to perform analyses and develop reports for various TRI data quality activities mentioned in this work assignment such as, but not limited to, discrepancies in facility-specific information, federal facilities designation, latitude-longitude information for new facilities, offsite transfer information, source reduction information and release and other waste management information as per directions from work assignment COR. The TRI data quality reports include results from regional data quality calls and/or revisions and withdrawals for reporting years 2006 - 2015. This work assignment is to specify the tasks required to produce an initial draft of the TRI data quality calls reports, and to revise the draft TRI data quality calls reports. The TRI data quality calls reports will recommend, with supporting analysis, improvements to strategies and improvements to detailed quality assurance and quality control (QA/QC) activities, if directed by work assignment COR.

TASKS AND DELIVERABLES

The Work Assignment COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the work assignment COR's comments. Contractor personnel shall always identify themselves as contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the

U.S. Government, EPA or its employees. In addition, the contractor shall not engage in inherently government activities, including but not limited to actual determination of EPA policy and preparation of documents on official EPA stationery.

QUALITY ASSURANCE (QA) REQUIREMENTS

The contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Measurement Plan for any project, which generates environmental data using models with their technical proposal.

SCOPE OF WORK

TASK 1 – Prepare Work Plan

The contractor shall prepare a work plan within 30 calendar days of receipt of this work assignment. The work plan shall outline and describe the technical approach, resources (cost estimates and staffing), and a schedule for submitting deliverables to EPA.

Task 2: Develop TRI Data Quality Calls Report (TDQCR)

Using the draft Data Quality Report(s) already developed for the most recent reporting year or years, the contractor shall develop a DRAFT TDQCR outlining facilities' responses with recommendations for improving TRI data quality strategy as per directions from work assignment COR. The TDQCR shall be written in plain English, in annotated outline form, so it is easy to read and understand at a glance.

The Contractor shall develop DRAFT TDQCR which would contain detailed background information about regional performance initiative, data quality calls focus areas such as TRI National Analysis (TNA) calls, Parent Company Calls, Offsite Invalid RCRA ID calls, incomplete reporters / non-reporters, Invalid NAICS codes calls, and Lat/long assignment for new facilities. The contractor shall conduct detailed analysis of facilities' responses and potential impacts of these efforts on release and other waste management quantities.

The contractor shall finalize TRI Data Quality Calls Report by incorporating comments from work assignment COR. The contractor shall also finalize a set of "Appendices" that summarize (in plain English) the facilities' responses and data quality calls criteria. The contractor shall articulate the extent to which the particular sets of data quality lists are useful in evaluating the quality of the data received, who is conducting them or how they are being conducted.

Task 3: Provide support for Enforcement Targeting Activities

Using previous year non-reporters data analysis as starting point, the contractor shall develop a Final list by removing facilities that are below reporting threshold and/or closed for current reporting year, if directed by work assignment COR.

The contractor shall use internet, Form R data and other sources to identify closed facilities – similar process used for previous reporting year.

The contractor shall provide support for data analyses in comparing different data sources in developing targeting list, if directed by work assignment COR.

Task 4: Conduct TRI Data Quality Analyses

The contractor shall perform analyses and develop appropriate reports for various TRI data quality activities mentioned in this technical directive such as, but not limited to, discrepancies in facility-specific information, federal facilities designation, lat-long information for new facilities, offsite transfer information, source reduction information and release and other waste management information, if directed by work assignment COR.

Here is the list with some - but not exhaustive - potential data quality activities that the contractor shall be working on if directed by work assignment COR:

- Facilities in certain industry sectors that reported largest variations in release (air, water, land and/or offsite) and other waste management activities (recycling, energy recovery and treatment (on- and off-site) between current and previous reporting year;
- Facilities that reported largest variations in release (air, water, land and/or offsite) and other waste management activities (recycling, energy recovery and treatment (on- and off-site) for certain chemicals or group of chemicals between current and previous reporting year;
- Facilities that reported largest variations in RSEI-weighted release (air, water, land and/or offsite) and other waste management activities (recycling, energy recovery and treatment (on- and off-site) between current and previous reporting year;
- Facilities that report same quantities as release for TRI chemicals for the past one or more reporting years;
- Facilities may have incorrectly reported no or very little air release (sections 5.1 and/or 5.2) quantities for volatile TRI chemicals such as certain HAPS, certain priority chemicals, most refrigerants, etc., while they reported large quantities of maximum amount on-site (section 4.1);
- Identify non-reporting facilities and data quality issues using TRI comparative query tool and DMR tool;

Task 5: Develop Data Quality Standard Operating Procedure Document

The contractor shall conduct research options to increase efficiency of TRI data quality efforts- including, but not limited to, brainstorming sessions with various stakeholders to compile an inventory of various data quality activities, review of data quality activities of other programs / organizations, etc. The contractor shall provide support for developing options to increase efficiency of TRI data quality effort and to identify potential longer term changes to TRI data quality efforts. The contractor shall develop a DRAFT TRI Data Quality Standard Operating Procedure Document as per directions from work assignment COR. The TDQCR shall be written in plain English, in annotated outline form, so it is easy to read and understand at a glance. The contractor shall finalize TRI Data Quality Standard Operating Procedure Document by incorporating comments from work assignment COR.

DELIVERABLE SCHEDULE

TASKS	ASSIGNMENTS	DUE DATE
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1a	Prepare work plan	30 calendar days of receipt
1b	Revised work plan	30 calendar days of receipt
2	TRI Data Quality Calls Reports	As needed by WA-COR
3	Enforcement Targeting and Other Activities	As needed by WA-COR
4	Appropriate Reports	As needed by WA-COR
5	TRI Data Quality SOP Document	As needed by WA-COR

Point of Contact:

Velu Senthil, TD-COR
 TRI Regulatory Development Branch
 OEI/OIAA/TPD/RDB (2844T)
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 Email: senthil.velu@epa.gov

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-15

☐

Other

☐

Amendment Number:

Contract Number

EP-W-16-009

Contract Period 04/18/2016 To 04/17/2018

Base

Option Period Number 1

Title of Work Assignment/SF Site Name

Risk Assessment of Manufacture

Contractor

ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 04/18/2017 To 04/17/2018

Comments:

Initiating work assignment on Abt EW16009. Contractor shall provide a workplan within 30 days of receipt of this work assignment.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2016 To 04/17/2018

Cost/Fee:

LOE: 0

This Action:

0

Total:

0

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Christopher Buckley

Branch/Mail Code:

Phone Number: 202-564-4817

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

Abt
EPW16009
Work Assignment: 2-15

Title: Support for the TSCA New Chemicals Program in Development of a Physical-Chemical Decision Framework to Inform Decisions for Risk Assessment of Manufactured Nanomaterials

I. BACKGROUND

TSCA Section 5 requires that EPA use all relevant information available to identify potential hazards and/or risks that a chemical might pose to human health and the environment. One of the key categories of information used in these assessments is that of physico-chemical (p-chem) properties of the chemical being evaluated. In the instance of manufactured nanomaterials, this information is of critical importance of understanding the relationship between p-chem properties and biological properties at the nanoscale. Companies that submit new chemical notices often either do not provide p-chem data as part of new chemical submissions for nanomaterials or provide data of insufficient quality (e.g., an inappropriate test method was used for the nanomaterial and the endpoint). A way to increase the type and quality of data submitted would be to develop a decision-tree for submitters so that they can easily determine appropriate methods for their nanomaterials.

While a decision tree for p-chem properties would be a benefit for the TSCA Section 5 new chemicals program, it is large task. EPA has looked to the OECD Working Party on Manufactured Nanomaterials to leverage resources to develop such a decision tree. In addition to leveraging resources, working within the OECD has the benefit of developing a resource that would be useful across the OECD members, allowing for increased consistency across regulatory programs of OECD member jurisdictions. Thus, this project requires not only technical expertise in the area of p-chem methods used for nanomaterials but also expertise in supporting OECD projects, working with the various OECD member countries and the European Union, and with the OECD secretariat.

Background on EPA's Work Within the OECD WPMN

In an effort to continue to be informed of the efforts undertaken by various international organizations and stakeholders, EPA has collaborated with the Organisation for Economic Cooperation and Development's (OECD's) Working Party on Manufactured Nanomaterials (WPMN), which launched a Sponsorship Programme in November 2007. The programme involved OECD member countries, as well as some non-member economies and other stakeholders to pool expertise and to fund the safety testing of specific Manufactured Nanomaterials (MNs). In launching this Sponsorship Programme, the WPMN agreed on a priority list of 13 MNs for testing (based on materials which are in, or close to, commerce). The list of MNs can be found in the table below.

REPRESENTATIVE MANUFACTURED NANOMATERIALS FOR TESTING UNDER OECD SPONSORSHIP PROGRAMME

Fullerenes (C60)
Single-walled carbon nanotubes (SWCNTs)
Multi-walled carbon nanotubes (MWCNTs)
Silver nanoparticles
Iron nanoparticles
Titanium dioxide
Aluminium oxide
Cerium oxide
Zinc oxide
Silicon dioxide
Dendrimers
Nanoclays
Gold nanoparticles

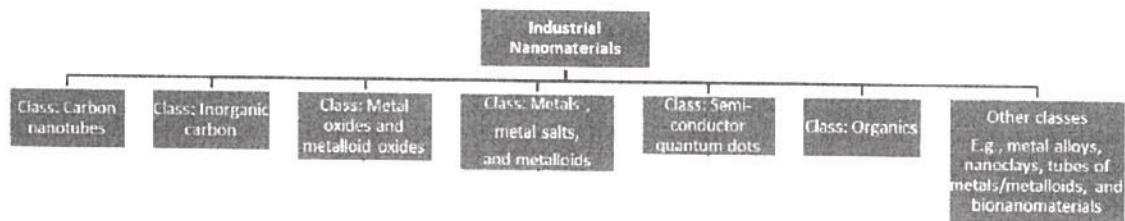
The aim of the OECD Sponsorship Programme was to test nanomaterials which are already in use or will be soon. Much valuable information on the safety of MNs can be derived by testing a representative set for human health and environmental safety. These key nanomaterials were tested for their physical-chemical properties, environmental degradation and accumulation, environmental toxicology, and mammalian toxicology. The outcomes of the Sponsorship Programme provided useful information on the “intrinsic properties” of nanomaterials, that is, on properties of nanomaterials which are unique to the nanoscale dimension of these materials. Understanding intrinsic properties of nanomaterials is crucial to choose existing, adapt or create appropriate risk evaluation and management strategies.

Under the Canada-United States Regulatory Cooperation Council (RCC) Nanotechnology Initiative a classification scheme was developed to enable the programs to communicate which nanomaterials require nano-specific information for risk assessment purposes. The classification scheme was also developed to begin a dialogue in order to progress from using substance-specific data to using analogue information whenever appropriate in order to reduce regulatory burden on stakeholders by leveraging existing datasets. The classification scheme that was developed is *not* a hazard prioritization tool, and the Work Plan expects that the classification scheme will feed into discussions when developing hazard-driven lists of concern/no-concern.

To develop the scheme, the RCC group looked at risk assessment and risk management, the commercial information available, and different uses of nanomaterials. Prior to the RCC, the US EPA was sorting nanomaterials according to similarities in chemical composition. The RCC discussed the chemical composition approach and other types of approaches such as those based on types of exposure, SARs, use profiles, and physical-chemical properties. Stakeholders agreed that a classification scheme based on similarities in chemical composition was most appropriate since it provides consistency with current chemical-based regulatory frameworks; is consistent with international regulatory and scientific activities; and is sufficiently flexible/broad to be a

good starting point. The US EPA preliminary classes were refined using up-to-date information from both Canada and US Regulatory notifications, expert opinions, and multiple stakeholders.

RCC CLASSIFICATION SCHEME FOR NANOMATERIALS



Carbon nanotubes were separated from inorganic carbon to group nanomaterials with high aspect ratios, which may share similar properties/behavior (e.g., tubes and fibers). The class for organics includes those that exhibit unique properties (e.g., nano-cellulosic materials). Hybrid materials were not captured in the classification scheme. The other classes included inorganic carbon, metal oxides and metalloid oxides, metals/metal salts/metalloids, semi-conductor quantum dots, organics, and other classes.

II. LEVEL OF EFFORT

The approximate number hours needed will be 300

III. WORKPLAN AND WORK ASSIGNMENT MANAGEMENT

The contractor shall submit a workplan that describes tasks, the planned approach, schedule, and estimated direct labor hours by task and labor level, and associated budget. One copy each shall be submitted to the Contracting Officer, Project Officer, and WAM. This can be done electronically. The contractor may request a meeting (via conference call) with the WAM and TPoC to seek clarification or to answer any questions prior to the submission of the above workplan.

Upon approval of the workplan, the contractor shall maintain at least biweekly communication with the WAM regarding the status of the work assignment.

EPA Work Assignment Manager:

Christopher Buckley
Office of Pollution Prevention and Toxics
Chemical Testing Information Branch
EPA East (MC 7405M)
1200 Pennsylvania Ave., N.W.
Washington, DC 20460
buckley.christopher@epa.gov
DC office ph: 202-564-4817

Regarding certain technical details of this Task Order the Contractor may also communicate with the EPA staff listed below:

Technical Point of Contact, New Chemicals Management Branch:

Ken Moss

Office of Pollution Prevention and Toxics

New Chemicals Management Branch

EPA East (MC 7405M)

1200 Pennsylvania Ave., N.W.

Washington, DC 20460

Moss.kenneth@epa.gov

DC office ph: 202-564-9232

Mr. Moss will act as the Technical Point of Contact to assist in coordination of the task activities and as the subject matter expert, in preparation for a deliverable final report.

IV. SCHEDULE

The Period of Performance is from the Date of Issuance through ____ 04/17/2018 ____.

Reporting requirements: In addition to the reporting requirements specified in the contract, the Contractor shall:

- Report by electronic mail (email) and / or verbally (if necessary) to the WAM on a bi-weekly basis the progress of the tasks and resources expended under this Work Assignment. Information on resources used, both dollars and hours, for each month will be communicated via email to the WAM no later than 30 working day after the close of each month.

V. SCOPE OF WORK

The contractor will review meeting reports and other key references supplied by the WAM that will improve understanding to OECD member countries. These materials include plain language summaries and annotated decision trees describing various p-chem endpoints and appropriate testing and test guidelines, for certain molecular types or forms of nanomaterials.

Task 1: Submit Work Plan, Quality Assurance Project Plan, and Budget; Manage Work Assignment; and Perform Administrative Tasks

This task will involve the submission of a work plan and budget, and the management of the Work Assignment. Under this task the contractor shall submit a work plan within 15 calendar days of receipt of this Statement of Work. The work plan shall describe the work to be performed, the technical approaches used for the tasks, projected schedules, cost information, a staffing plan, and an outline of key deliverables on a task-by-task basis with expected due dates.

This task will require the preparation of a Quality Assurance Project Plan (QAPP). Under this task the Contractor shall prepare a QAPP within 2 weeks of submission of the work plan. Per EPA QA policy, QAPPs must be reviewed and updated at least on an annual basis, to make sure they are current. The QAPP must be approved by the OPPT QA Manager before contacting stakeholders to ask questions and collect information.

Task 2: Review of past workshop results and other literature

The contractor will review the following documents, plus other relevant literature supplied with technical directives provided by the WAM on a continuing basis:

OECD Expert Meeting on Physical-Chemical Properties of Manufactured Nanomaterials and Test Guidelines [ENV/JM/MONO(2014)15]

This workshop was held in collaboration with the International Organization for Standardization Technical Committee on Nanotechnologies (ISO/TC 229) and in particular with experts from its Joint Working Group 2 (JWG2), Measurement and Characterization and the Metrology Study Group. The cooperation between OECD and ISO/TC 229 provided an important dimension for the analysis of the physico-chemical properties of manufactured nanomaterials. The workshop addressed specific issues relevant to the physico-chemical properties of manufactured nanomaterials relevant from a regulatory perspective point of view.

OECD Expert Meeting on Physical-Chemical Parameters: Measurements and Methods Relevant for the Regulation of Nanomaterials [ENV/JM/MONO(2016)2]

The aim of the workshop was to build on the OECD Expert Meeting on Physical-Chemical Properties of Manufactured Nanomaterials and Test Guidelines. It further discussed the applicability of existing OECD test guidelines to assess or measure the physico-chemical properties of manufactured nanomaterials; and further identify the need to update current or develop new OECD Test Guidelines and/or OECD Guidance Documents that are relevant for safety and regulatory decision-making.

Evaluation of Methods Applied in the OECD-WPMN Testing Programme 1: Methods for Physico-Chemical Properties [ENV/JM/MONO(2016)7]

The Netherlands led an initial detailed evaluation of the applicability of the test methods applied to determine the physico-chemical properties of different types of nanomaterials in the WPMN Sponsorship Testing Programme. The objective of the evaluation was to assess the methods applied for testing the physico-chemical endpoints in the OECD-WPMN testing programme with the aim to assess the applicability of the methods used for the specific nanomaterials as well as their general applicability, and provide recommendations for potential modifications of OECD Test Guidelines as well as the need to develop new OECD Test Guidelines.

Nanotechnologies–Measurement Technique Matrix for the Characterization of Nano-objects – draft ISO (International Organization for Standardization) document ISO/PDTR 18196.2 that examines advantages and limitations of p-chem characterization techniques for concentration, size, size distribution, surface charge, surface area, shape, agglomeration, crystal properties, and chemical composition.

The contractor will conduct a kick-off meeting within two weeks of the contract award date, and the meeting will be comprised of approximately 5 representatives from EPA, the WAM and the contractor. The contractor will create summaries of the results of these 3 meetings that are relevant to this Decision Framework, within three months of the contract award date.

The contractor will notify the WAM of any delays in creating these summary materials. The TPoC, with assistance by the WAM, is responsible for technical direction on the format and content of the materials by the contractor. At no time will direction be given without the expressed directive from the office of the WAM and the TPoC.

Task 3: Intergration of the Framework and Decision Trees into the OECD review process

The contractor must have experience in developing reports for the OECD, especially in the field of nanotechnology and assessment of nanomaterials. This includes experience with related efforts currently ongoing within OECD that are focused on characterizing physical-chemical properties of MNs and their relation to toxicity and others to develop Adverse Outcome Pathways (AOPs) to link key molecular events occurring post-exposure to eventual health impacts and AOP frameworks that have the greatest potential to inform future categorization and risk assessments of MNs and may help to elucidate potential toxicological mechanisms of NMs.

The contractor must have expert knowledge of the TSCA section 5 regulatory approach to nanomaterials and nanomaterial regulatory programs in other OECD jurisdictions. In addition, the contractor should have expert knowledge of the challenges in developing p-chem data for nanomaterials for regulated entities. The contractor should have expert knowledge of standards organizations such as ISO.

The contractor will support work with the OECD and other countries and industry experts in the development of a physical-chemical decision framework to inform decisions for risk assessment (“Decision Framework” or “Framework”), with decision trees for various groupings or categories, and present it to EPA. The contractor will address existing European Union (EU) and other regulatory requirements for physical-chemical data, and compare regulatory requirements associated with the use of physical-chemical data. The contractor will also make a determination of how the Decision Framework can accommodate these regulatory requirements, and how the Framework would apply under various regulatory systems and requirements.

The contractor will support the development of a Decision Framework to identify the appropriate methods for characterizing physical-chemical endpoints for different manufactured nanomaterials, or types of nanomaterials, for regulatory purposes. This involves working with a separate contractor (SRC) that is currently engaged in a related contract – more technical in nature - on development of this Decision Framework. The contractor will organize a process for development of the Framework document, prepare discussion drafts, prepare presentations for WPMN meetings for which this is an agenda item, support organizational planning meetings of the US and Netherlands, and organizational and substantive meetings of the US, Netherlands and other interested OECD countries. This includes the development of annotated agendas, meeting documents, and meeting summaries.

The Framework would include decision trees for each physical-chemical endpoint. Each decision tree would identify, based on the specific type of manufactured nanomaterial and the type of assessment, the appropriate method(s) to be used for a physical-chemical endpoint. Each decision tree would also identify the methods that are *not* considered appropriate for specific manufactured nanomaterials for a particular purpose (e.g., for use only in screening or need for use in a more robust risk assessment). Furthermore, the project would further identify/prioritise which test guidelines on p-chem characterisation should be developed or whether existing test guidelines should be modified¹. The prioritisation will be based, in part, on the role of the methods in this framework. Some of the identified methods may be considered suitable for all sorts of nanomaterials, others only limited to some or only one nanomaterial type (e.g. ICP-MS generally only applicable to metals).

The contractor will present a timeline for converting the technical draft decision framework document (prepared by SRC) into an OECD-ready document, work to integrate the document with OECD policy, and in support of the US. The contractor will prepare the framework document and supporting materials for review by the OECD countries. The contractor will set agendas for necessary meetings with the Netherlands and US as well as the broader WPMN. The contractor will support the US in documenting decisions made during bilateral discussion with the Netherlands and other countries as appropriate in the development of materials to be presented to the WPMN. The maximum hours allotted to this assignment are 300 hours.

The p-chem parameters to be assessed include:

- chemical composition,
- aggregation/agglomeration,
- water solubility/dispersibility,
- crystalline size,
- particle size distribution,
- morphology
- specific surface area,
- crystalline phase,
- surface chemistry,
- photocatalytic activity,
- porosity,
- dustiness,
- zeta potential,
- redox potential, and
- radical formation potential.
- particle number concentration
- magnetic properties

¹ It will take into account previous work such as outcomes from the workshops, in particular the OECD Evaluation of Methods Applied in the OECD-WPMN Testing Programme 1: Methods for Physico-Chemical Properties [ENV/JM/WRPR(2015)72].

The project will support the implementation of the Programme of Work of the OECD WPMN, in particular planned work to be done by the steering groups. For example: regulatory relevance/need for TG/GD on physico-chemical characterisation for nanomaterials² by providing further recommendations on TG/GD prioritised needs in near and longer term.

The contractor will notify the COR of any delays in completing this report, and the COR will give technical direction on the format and content of the report.

IV. DELIVERABLES: All deliverables will be submitted to the COR electronically (MS Word and Adobe PDF).

- Task 1** The contractor will inform the COR weekly on progress of the summary materials, including an email or meeting with progression of work reports, including any outstanding issues or completion of goals. The contractor will present an outline of the draft work within the first 60 days of starting the task assigned, outlining specific goals and flagging any observations or issues that may need resolution. The summaries and initial thoughts on a physical-chemical Decision Framework proposal will be completed within three months of the start date of the task.
- Task 2** The contractor will inform the COR weekly on progress of establishing a timeline and identifying a process (including agendas and OECD stakeholders) for integration of the draft decision framework document and supporting documents into the OECD review process. The draft report will be completed within five months of the start date of the task on the work assignment. The final report will be completed no more than a month after the delivered draft report.
- Task 3** The contractor will inform the COR weekly on progress of the integration and review process in Task 2. The draft report will undergo one review cycle by the WPMN and be presented at WPMN 18 in February 2018. A final report will be completed no more than a month after the WPMN meeting.

V. ADDITIONAL INFORMATION

The contractor will create the outreach materials in “plain English” and the subject matter will not contain Confidential Business Information (CBI).

Contractor personnel will at all times identify themselves as contractor employees, and will not present themselves as EPA employees. Furthermore, they will not represent views of the U.S. Government, EPA, or its employees. In addition, the contractor will not engage in inherently governmental activities, including but not limited to actual determination of EPA policy.

² It could also allow SGTA to review the section on Physical Chemical properties of the "Preliminary Review of OECD Test Guidelines for their Applicability to Manufactured Nanomaterials" that was published in 2009 as ENV/JM/MONO(2009)21.